

CodeNext Public Hearing Speaker Registration Process

Anyone wishing to speak at the May 29th **OR** June 2nd CodeNext Public Hearings must register using the Speaker Sign-up Kiosks located in the lobby at City Hall. **The public hearings will begin at 10:00 AM.** Additional kiosks/laptops will be available to make registration easier. Please see below for more detailed procedures and frequently asked questions.

- **Speaker Registration**

- Registration to speak begins at **9:00 a.m.** on the day of the hearing.
- Each person registered to speak will receive **3 minutes**.
- A person may only speak at one of the public hearings.
- Anyone wishing to distribute handouts must provide 14 copies to the Clerk when called to speak.
- Anyone wishing to have a presentation or document placed on the screen must provide that information to the technology staff located in the chambers in advance of being called to speak.
- The May 29th Public Hearing is scheduled to end at 10 p.m. If Council votes to end the meeting before a person registered to speak (registered before 10 p.m.) is called, **their registration will be automatically transferred by the Clerk's Office to the June 2nd Public Hearing.**
- Any person registered to speak at the May 29th Public Hearing, but must leave before being called must notify the Clerk prior to leaving **if they wish** to be transferred to the June 2nd Public Hearing.
- Each person attending a Council meeting should observe decorum. A person should not speak out of turn, use disparaging or abusive language, or make threats of violence against any other person during the meeting. The presiding officer may shorten a person's speaking time or ban a person from speaking for the duration of the meeting for a violation a decorum as set out in Council Meeting Procedures, Section 1-1-3.

- **Donating Time**

- A person may receive additional time donated to them by a maximum of 2 speakers for a maximum amount of time of 9 minutes.
- Speakers wishing to donate time must use the Speaker Sign-up Kiosks to donate their time prior to the primary speaker being called.
- Individuals donating time must be present when the primary speaker is called for time to be donated.

- **Group Request for Specific Speaker Sequence**

- Any group of individuals or an organization wishing to testify as a group in a specific sequence must provide the City Clerk with a list of names and desired speaker order prior to the first speaker in the group being called.
- No group may use more than 27 minutes in total.
- At the discretion of the Mayor, the order in which groups requesting a specific sequence will be called is based on the registration order of the middle speaker.
- All individuals listed in the sequence must register using the Speaker Sign-up System prior to the first speaker being called.
- The Clerk staff will provide a form the day of the meeting to list names and order of speakers.

- **Language Interpretation or Sign Language Services**

- Spanish interpreters will be available during the following hours:
 - Tuesday, May 29th from 4 p.m. – 8 p.m.
 - Saturday, June 2nd from 10 a.m. – 2 p.m.
- Anyone needing a Spanish interpreter outside of these hours, may contact the City Clerk's Office at 512-974-2210 no later than May 27th to request services.

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- Any person may request language assistance other than Spanish or sign language interpreter by contacting the City Clerk's Office at 512-974-2210 no later than May 27th. The Clerk's Office will coordinate with the requestor in advance to find out what time they will be at the hearing to make arrangements.

What if I do not wish to speak but would like material or handouts distributed to Council?

- Any person who would prefer not to speak but would like material distributed to Council can email the material prior to the meeting to: city.clerk@austintexas.gov.

How can I tell what number I am in the speaker registration system?

- A screen placed in the lobby at City Hall will allow speakers to see where they are registered in the order of speakers.

What if I have to temporarily leave the room and my name is called?

- Any person registered to speak but temporarily out of the room when their name is called may notify the Clerk when they return that they still wish to speak.

Can I speak at both public hearings?

- No, a person may only speak at one of the public hearings.

Will staff be available to assist with registration if I need it?

- Yes, staff will be available in the lobby to assist with registration.