

CITY OF LYFORD

GOVERNING BODY MEETING

POLICY FOR CITY MEETINGS

To maintain order in city meetings, the City of Lyford hereby adopts the following regulations concerning the videotaping of regular or special meetings:

1. City commission meetings may be recorded by any member of the public, but may not interfere with the orderly progression of the meeting. Therefore, any person desiring to video record a meeting must:

- a. Sign in before such meeting with the City Secretary
- b. Record only from the designated area within the meeting room
- c. Be set up to record before the meeting begins (no recording equipment to be brought in after the meeting starts)

A person who is found to be violating these regulations will not be allowed to record.

PUBLIC AUDIENCE

If you wish to address the Council during the Public Audience portion of today's meeting, please print your name in the form provided below. Only those persons (on list) who request to speak shall be heard. The speaker shall limit remarks to (3) minutes. The Council shall allot no more than 30 minutes for the Public Audience portion of the meeting. Complaints and concerns for which other resolution channels are provided shall be directed through those channels. If the Mayor determines that a person has not attempted to resolve a matter administratively, the person shall be directed to the appropriate policy for attempted resolution before bringing the matter to the Council. Complaints against specific employees or officers of the City of Lyford shall be heard in Closed Meeting, as authorized by the Local Government Code Section 551.073. If your topic concerns complaints against specific employees or officers, please note this on the sign-up sheet. You must take your points on issues in constructive and courteous fashion.

Note: Each guest is asked to sign the Public Sign-in Roster.

NAME/PHONE #

TOPIC

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