

**BALCH SPRINGS CITY COUNCIL
SPEAKERS' CARD**

Effective October 19, 2009, a new **Citizens Comment** format will be implemented to allow for the timely and orderly conduct of business as it pertains to this portion of the City Council meeting.

Date: _____

Name: _____
(Print)

Street Address: _____

City, State, & Zip: _____

Topic: _____

The deadline to submit the **Speakers' Card** will be as follows:

1. Citizens may fax or complete a Speakers' Card during normal business hours (7:30 am – 6:00 pm) to register to speak during the Citizen's Comment portion of the City Council meeting. The card will be available at the Balch Springs City Hall located at 3117 Hickory Tree Rd.
2. E-mails will be accepted from citizens who wish to register to speak at:
cgross@cityofbalchsprings.com
3. The deadline to submit the card is on the **Monday at 12:00 pm** of the scheduled regular City Council meeting. Any cards received after that time will be held until the next regularly scheduled City Council meeting.
4. Please be advised that the City Secretary may summarize the subject matter to speak.

The process is being implemented to assist citizens in registering to speak in a timely manner, and to create a document that will be easy to read for internal and external purposes. Your cooperation during this transition period is greatly appreciated.

Please see the comments concerning Items Not on the Agenda