

WHAT IS CITIZENS TO BE HEARD?

Citizens to be Heard is your opportunity to address San Antonio's elected officials directly about issues that are important to you and your community. Whether you attend in-person on Wednesday evening with a specific topic or on Thursday morning to speak about an item on the agenda, your voice is important and will be heard.

WHAT TOPICS CAN I TALK ABOUT?

- On Wednesdays, any topic is allowed. However, State law (Sec. 551.042) prohibits Councilmembers from responding. There is no agenda for Citizens to Be Heard.
- On Thursdays, you can speak on specific agenda items posted for the Regular Meeting (A Session).
- City Council agendas are posted at SanAntonio.gov/Agenda.

WHERE IS CITIZENS TO BE HEARD?

Citizens to be Heard takes place in City Council Chambers inside the Municipal Plaza Building, 114 W. Commerce. The public entrance is off of Main Plaza. This is the same address for Wednesdays (6 p.m. following B Session) and Thursdays (during A Session).

HOW DO I REGISTER TO SPEAK?

For Wednesday Citizens to be Heard:

- Online registration is available from 8 a.m. to 5:59 p.m. the day of the meeting at SanAntonio.gov/Clerk/CitizensToBeHeard.
- In-person registration is available from 4-5:59 p.m. in the lobby of the Municipal Plaza Building 114 W. Commerce.

For Thursday A Session:

- In-person registration is available in the lobby of the Municipal Plaza Building at 114 W. Commerce beginning at 8-8:59 a.m.
- Zoning Agenda only: in-person from 8-8:59 a.m. and noon-1:59 p.m.

HOW MUCH TIME WILL I GET TO SPEAK?

- All individuals and groups must be registered to speak before being recognized.
- Individuals will receive three (3) minutes.
- Groups (comprised of three or more individuals) will receive nine (9) minutes.
- Individuals who are present may yield their time to another individual who has registered to speak, up to a maximum of nine (9) minutes.
- The Mayor or Presiding Officer has the discretion to reduce time allotments and disallow yielding of time.

CAN I ASK THE CITY COUNCIL QUESTIONS DURING MY TIME SLOT?

State law (Sec. 551.042) prohibits Councilmembers from responding. If you have questions for your City Councilmember, please contact their district office. Find your councilmember at SanAntonio.gov/Council.

I'M COMING TO SPEAK ON BEHALF OF AN ORGANIZATION. CAN I GET THE TIME ALLOTMENT FOR A GROUP?

No, not if you are by yourself. A minimum of three (3) individuals must be registered and present to speak as a group in order to be recognized as an organization and receive the nine-minute time allotment.

I CAN'T MAKE IT IN TIME FOR THE MEETING. CAN SOMEONE ELSE SPEAK FOR ME?

Someone can read a prepared statement on your behalf, but they must register to speak under their own name.

CAN I TAKE VIDEOS OR PHOTOS DURING SESSION?

As long as you don't interfere with the speaker(s), cause disruption to those in attendance or block the view of any individual behind you, you are allowed to record the session from your seat utilizing a cell phone, still photography camera or handheld recording device. Utilization of a tripod or other floor equipment poses a safety hazard and must take place from the media box in the back left side of the Chambers.

Flash photography is not permitted during an active session.

I WANT TO SHOW A VIDEO/SLIDESHOW/PICTURES. WHAT DO I NEED TO DO?

If you want to submit any of the above items, you are required to call (210) 207-7236 or email AVControlExtRel@sanantonio.gov at least 24 hours prior to Citizens to be Heard. There is also a projector available during the meeting for hard copies of any items you wish to display.

CAN THE CITY ASSIST ME WITH MAKING COPIES OF MATERIALS FOR DISTRIBUTION TO CITY COUNCILMEMBERS?

The City does not provide printing or reproduction services.

IS THERE AMERICAN SIGN LANGUAGE TRANSLATION SERVICES?

Yes. Auxiliary Aids and Services, including deaf interpreters, must be requested forty-eight [48] hours prior to the meeting. For assistance, call (210) 207-7135 or 711 Texas Relay Service for the Deaf.

CAN I ADDRESS CITY COUNCIL IN SPANISH?

Yes, live Spanish translation is available. Use the following link to sign up to speak: SanAntonio.gov/Clerk/CitizensToBeHeard, and check the box to indicate that you require translation services.

DO I HAVE TO BE A SAN ANTONIO RESIDENT TO SIGN UP TO SPEAK?

No, you do not have to reside within San Antonio city limits to speak at Citizens to be Heard.

CAN I PASS OUT DOCUMENTS TO CITY COUNCIL?

Yes, when you get to the podium indicate that you have documents for distribution to City Council and a representative will assist you.

WILL MY PERSONAL INFORMATION BE MADE PUBLICLY AVAILABLE?

Any information provided at registration is public record.

I WANT TO COME SPEAK ON A ZONING CASE. WHAT INFORMATION DO I NEED?

If you received a letter with a Zoning Case number or you know the address of the property in question, please locate the corresponding item number in advance by reading the appropriate agenda and matching up the information, which will be located here: SanAntonio.gov/Agenda.

The agenda item number will be listed with a Z for zoning (ex. Z-1) or P for plan amendment (ex. P-1), so please provide this when asked about your case. There is also a courtesy copy of the agenda available at the sign-in desk, but make plans to arrive with ample time to research your item number if you are unable to do so prior to the City Council meeting.

