



# TIPS FOR SPEAKING AT NTMWD BOARD MEETINGS

## Signing up to speak

Anyone who chooses to speak before the NTMWD Board of Directors, must sign up no later than 10 minutes prior to the start of the regular Board meeting. Speakers sign up by filling out a speaker card at the designated check-in table prior to the meeting.

## Speaking and Submissions to the Board

- Be prepared to speak at the podium located at the front of the room when your name is called.
- Begin by stating your name and your city of residence.
- Speakers will be allowed up to three minutes to address the Board during Public Comments, and must stay within the time limit and on-topic. The Presiding Officer, at his or her discretion, may reduce the time as deemed necessary to ensure meeting efficiency.
- Comments shall be limited to a topic on the agenda or an item of general concern related to NTMWD policies, procedures, programs and services.
- Comments of a disparaging, personal nature toward any member of the Board, Staff, other speakers or attendees will not be allowed.

## Helpful Tips

- Comments that are less than three minutes long, and to-the-point, are more effective with the Board than long and repetitive speeches.
- If your point has been made by previous speakers, feel free to inform the President that you no longer wish to speak. Simple statements from your seat such as, "I do not wish to speak. My point has been made." are acceptable.
- If you plan to present the Board with documents, have the materials organized and ready before you begin your remarks. Administrative staff will collect the documents for distribution to the Board. Any information you would like to provide to the Board prior to the meeting may be emailed to [executivedirector.info@ntmwd.com](mailto:executivedirector.info@ntmwd.com).
- Address your remarks to the whole Board, rather than to a specific Director or NTMWD Staff member.
- Do not ask Board if anyone has questions related to your comments. The Board will ask you to stay at the podium if there is a question.
- The Board is not able to take action on any item brought to their attention during Public Comments. They may consider your remarks and address at a future Board Meeting as a posted agenda item.

## Rules of Conduct

Be respectful and courteous to the Board, Staff, other speakers and those in attendance at the meeting. Behavior that fails to yield the floor when the speaker's time is concluded; is not relevant to the agenda item or NTMWD business; repeatedly interrupts a Board Director; disturbs the order of the meeting; involves slanderous, insults of a personal nature, loud, threatening, hostile, abusive, vulgar or obscene language; and intends to break up the Board meeting with prolonged loud yelling or clapping is prohibited. Any speaker or audience member that engages in disruptive behavior may be subject to removal from the meeting.



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501 East Brown St.  
Wylie, TX 75098

972.442.5405

[www.ntmwd.com](http://www.ntmwd.com)