

# CITY COUNCIL MEETING SPEAKER SIGN-UP

*How to register to speak on Council Meeting agenda items.*



This form is for speakers wishing to speak on agenda items. For general communication with Council, please visit the [General Public Communication](#) page.

Regular City Council Meetings are held on Thursdays in Council Chambers. Speakers wishing to speak on agenda items must register in advance using one of the methods below.

## Register Online

*Remote & In-Person Speakers!*

**Registration Window:** **Opens** at 10:00 a.m. the Monday before the meeting.  
**Closes** at 12:00 p.m. the Wednesday before the meeting.

*Click Orange Button to Register!*

**Agenda Item Speaker Sign-Up**

**Full Link:** [https://cityofaustin.formstack.com/forms/austin\\_city\\_council\\_speaker\\_signup](https://cityofaustin.formstack.com/forms/austin_city_council_speaker_signup)

Remote speakers will receive an email providing instructions on speaking at the meeting following the close of the registration period. Remote speaker registration is not available after this form has closed.

## Register at City Hall

*In-Person Speakers ONLY!*

**Registration Window:** **Opens** shortly after 12:00 p.m. the Wednesday before the meeting.  
**Closes** 45 minutes before the meeting is scheduled to begin.

There are three speaker registration kiosks located in the atrium at City Hall that are accessible during regular business hours.

## *Policies & Procedures*

- \* Speakers are taken in blocks based on the agenda item(s) you've selected. The standard time-blocks are below and are subject to change based on the number of speakers registered.
  - **10:00 a.m.** - Consent Agenda, Public Hearings, and Non-Consent items other than Zoning
  - **2:00 p.m.** - Zoning items and any items related to or combined with Zoning items
- \* Allotted speaking time may vary as determined by Council and will range between 1-3 minutes.
- \* Speakers may only register to speak on an item once, either in-person or remotely.
- \* Speakers may not pull items from the consent agenda.
- \* At this time, speakers may not donate time to other speakers.
- \* Requests for language translation/interpretation services or sign language services must be emailed to [City.Clerk@austintexas.gov](mailto:City.Clerk@austintexas.gov) at least 48 hours in advance of the meeting.
- \* Handouts or other documents that speakers wish to provide for Council must be emailed to [City.Clerk@austintexas.gov](mailto:City.Clerk@austintexas.gov) by 12:00 p.m. the day before the meeting.
- \* Meeting agendas may be accessed in the [Council Meeting Information Center](#).