

SPEAKER GUIDELINES

WELCOME to a meeting of the City's Planning and Development Department. Your input is valued. Commissioners act according to established standards; see rules or policies for details. Staff is available to help orient you on meeting procedures. For the City's I SPEAK language line, including traducción en español, call (832) 393-3000.

The public is encouraged to attend meetings and take an active interest in matters that come before the **Houston Archaeological and Historical Commission (HAHC.)** The Commission has adopted the following procedural rules on public participation:

1. All comments submitted in writing (email) or by phone will be included in the agenda or put into the record by staff. **Please submit comments 24hrs or more prior to the meeting.**
 - a. Comments can be emailed to historicpreservation@houstontx.gov.
 - b. Comments can be phoned in by calling 832-393-6556.
2. If a speaker wishes to discuss any subject not otherwise on the agenda, time is allowed under "public comments," after all other agenda items have been heard.
3. Applicants for a Certificate of Appropriateness and historic designations will be allowed to speak first and are allowed **three minutes** for an opening presentation. The applicant is also permitted a two-minute rebuttal after all speakers have been heard. If there are no speakers other than the applicant, there is no rebuttal period. All other speakers will be permitted to speak to the Commission members for **two minutes**.
4. No speaker is permitted to accumulate speaking time from another person. Time devoted to answering any questions from the Commission is not charged against allotted speaking time. The Commission may change the speaking time if warranted.
5. The Commission reserves the right to limit speakers if it is the Commission's judgment that an issue has been sufficiently discussed and additional speakers are repetitive; or if speakers do not follow this established decorum.
6. Beginning May 6, 2024 and thereafter, there is not an option to speak remotely. The meeting can be viewed on the HTV Houston municipal channel and HTV web site.