

HOW TO TESTIFY



Guide to speaking before Council

1 SIGN UP

Fill out the **PUBLIC COMMENT FORM** for **EACH SUBJECT**, available at meeting room entrance. Hand it to City Recorder prior to start of agenda item.



2 MAYOR CALLS YOU

When the Mayor calls your name, **PROCEED TO SPEAKER TABLE**, turn on microphone so the red light appears.

3 SPEAK CLEARLY

Begin, **STATE YOUR NAME**, then **EXPRESS YOUR VIEW**, ask questions, or offer suggestions in a courteous and considerate manner.



**5 MIN.
TIME LIMIT**

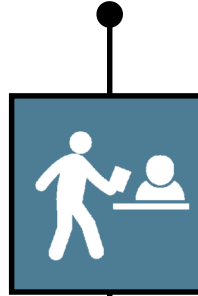
Comment limited to **5 MINUTES**. A time extension or share time with others is at the discretion of the Mayor.

GUIDE TO SPEAKING BEFORE COUNCIL

...continued

WHAT YOU NEED TO KNOW

“Some of the community’s best programs have come from the free exchange of ideas from citizens like you.”



SUBMIT COMMENTS

Submit written comments to the City Recorder to attach them to meeting minutes. If you have more comments than what you can provide during the time allowed, also submit to the City Recorder.



ADDRESSING THE COUNCIL

It is common to address them by title “Mayor” or “Council.” Direct all remarks/questions to the Council through the Mayor. It is recommended to seek resolution of a complaint through the appropriate City department before bringing the matter to City Council. Keep in mind that public comment is not a forum for public debate.



ETIQUETTE

The City Council requests all persons in attendance avoid conduct which is unreasonably loud, disruptive, or profane. Rude, slanderous, or threatening remarks will not be permitted. Whistles, yelling, foot stomping, clapping, or speaking out of order are also discouraged. Anyone doing so may be removed from Council Chambers.