



Public Comment Form  
Scan Me

# HOW TO MAKE A PUBLIC COMMENT AT A DIGITAL CITY COUNCIL MEETING

## 1. SUBMIT A WRITTEN COMMENT PRIOR TO THE MEETING.



To submit a written public comment, fill out the form on our website at [www.NewbergOregon.gov/public-comment](http://www.NewbergOregon.gov/public-comment). Indicate on the form whether you would like the public comment read aloud or added to the City Council packet. You will need to indicate the meeting and topic area of your public comment, but will not have to be present at the City Council meeting.

## 2. MAKE A SPOKEN PUBLIC COMMENT DURING THE CITY COUNCIL MEETING.



Submit the Public Comment form found at [www.NewbergOregon.gov/public-comment](http://www.NewbergOregon.gov/public-comment) and indicate if you would like to make a spoken comment at a coming meeting. You will need to indicate the subject of the public comment and if you plan to make the public comment by calling in by phone or by using the Zoom meeting link (found on the meeting page - [www.NewbergOregon.gov/meetings](http://www.NewbergOregon.gov/meetings)). Each speaker is allowed 5 minutes after recognition by the Mayor.

### 2a. HOW TO MAKE A SPOKEN PUBLIC COMMENT BY CALLING IN ON THE PHONE.



To make a public comment by calling into the meeting through a phone, when filling out the public comment form, indicate you will be using a phone. You will need to provide a phone number so we know which user to unmute when the time comes for you to give a public comment. We will call on you when it is your time to make a comment. Please fill out the form at least 24 hours before the meeting.

### 2a. HOW TO MAKE A SPOKEN PUBLIC COMMENT THROUGH THE ZOOM LINK



To make a public comment through the Zoom link, the device you use to access the link will need to have a microphone. When logging into the meeting, please ensure the name listed on the attendee list is the name you used to fill out the public comment form. It is also helpful for you to “raise your hand” on the Zoom software to indicate you are there to make a public comment so your name will raise to the top of the attendees list. If you have questions on how to change your name in Zoom or raise your hand, please see our Zoom Meeting Attendee How to Document. If you did not send in a form, you can still make a public comment by “raising your hand” at the digital meeting.