

The City welcomes your comments and requests that you present your remarks in a respectful manner, within established time limits, and focus on issues which directly affect the City or are within the jurisdiction. Thank you for your testimony.

Request to Speak

Complete this form and return to the City Clerk

Meeting Date: _____

COMMENTS MAY BE LIMITED TO A SPECIFIC TIME ALLOTMENT

Matters Listed on the Agenda

Agenda Item No: _____

Subject: _____

In Favor Oppose

Matters **NOT** Listed on the Agenda

Subject: _____

Personal Information:

Except for your name, the information requested below is voluntary and used by staff to contact you if necessary. When you request to speak before the legislative body, your name is included in the City's Official minutes. This form is subject to disclosure under the California Public Records Request Act.

Name: _____ Address: _____

Organization/Business Name: _____

Council District No.: _____ Not a City Resident

Phone: (____) _____ Email: _____

Notice to Lobbyist:

In compliance with City Code Section 2.15.150 you **MUST** identify yourself as a lobbyist and also verbally identify the client(s), business or organization you are representing.

I am a: Registered Lobbyist Unregistered Lobbyist

I represent: _____

General Conduct for the Public Attending Council Meetings

- Members of the public attending City Council meetings shall observe the rules of conduct as noted in Chapter 5 of the Council Rules of Procedure.
- Stamping of feet, whistles, yells and shouting, physically threatening conduct, and/or similar demonstrations are unacceptable public behavior and will be prohibited by the Sergeant-at-Arms.
- Lobbyist must identify themselves and the client(s), business or organization they represent before speaking to the Council.
- Members of the public wishing to provide documents to the Council shall comply with Rule 7D of the Council Rules and Procedure (available on the City's Website).

Members of the Public Addressing the City Council

Purpose of Public Comment. The City provides opportunities for the public to address the City Council as a whole in order to listen to the public's opinions regarding unagendized matters within the subject matter jurisdiction of the City during Regular meetings and regarding items on the Agenda at all other meetings.

- Public Comments should not be addressed to individual Members nor to City officials, but rather to the City council as a whole regarding City business.
- While the public may speak their opinions on City business, personal attacks on Members and City officials, use of swear words, and signs or displays of disrespect for individuals are discouraged as they impede good communication with the City Council.
- Consistent with the Brown Act, the public comment periods on the agenda are not intended to be "Question and Answer" periods or conversations with the City Council or City officials. The limited circumstances under which Members may respond to public comments are set out in Rule 8D2 of the Council Rules of Procedure.
- Members of the public with questions concerning Consent Calendar items may contact the staff person or the Councilmember whose district is identified on the report prior to the meeting to reduce the need for discussion of Consent Calendar items and to better respond to the public's questions.

Speaker Time Limits. In the interest of facilitating the City Council's conduct of the business of the City, the following time limits apply to members of the public (speakers) who wish to address City Council during the meeting.

- Matters not on the agenda – Two (2) minutes per speaker.
- Consent Calendar items – The consent calendar is considered a single item, and speakers therefore are subject to two (2) minutes for the entire Consent Calendar. Items can be pulled at a Councilmember's request. Such pulled Consent Calendar items will be considered individually and up to two (2) minutes of public comment per speaker on those items will be permitted.
- Discussion Calendar Items – Two (2) minutes per speaker.

Time Limits per Meeting. In addition to the above time limits per item, the total amount of time any one individual may address the City Council at any meeting is eight (8) minutes.

- Each speaker shall limit his/her remarks to the specified time allotment.
- The presiding officer shall consistently utilize the timing system which provides speaker with notice of their remaining time to complete their comments. A countdown display of the allotted time will appear and will flash red at the end of the allotted time.
- In the further interest of time, speakers may be asked to limit their comments to new materials and not repeat what a prior speaker has said. Organized groups may choose a single spokesperson who may speak for the group with not increase in time.
- Speakers shall not concede any part of their allotted time to another speaker.
- The presiding officer may further limit the time allotted for public comments per speaker or in total for the orderly conduct of the meeting and such time limits shall be fairly applied.

Tips for Speaking Before City Council

- Come up to the podium in a timely manner when your name is announced and stand behind the speaker in front of you.
- Position yourself between the two microphones.
- Clearly state your name for the record (you are not required to state your address).