



Guidelines for Speaking at City Council Meetings

Thank you for attending today's meeting. To speak on an agenda item or during the "Citizen Comment" session, please complete a yellow "Request to Speak" card and give it to staff. You should submit your card before the meeting or as soon as possible, before action is taken on the item. Cards will not be accepted after action has been taken on an item. If you do not wish to speak, but want to submit your name and position on an item for the record, you may complete a white card.

If you need assistance completing the card, want to request a reasonable accommodation, or have questions about the meeting, please see a staff assistant.

GENERAL GUIDELINES FOR ALL SPEAKERS

- ▶ When speaking, please **state your name** for the record. **Be brief, stay on the subject** and **present only new information.**
- ▶ Public comments are at the discretion of the Chair. The Chair reserves the right to ensure that all testimony is pertinent and not repetitive in order for the matter to be handled fairly and expeditiously.
- ▶ No profanity or threats will be tolerated. Everyone is asked to present their comments in a respectful and courteous manner.
- ▶ Each speaker will be called to speak in an expeditious manner. We ask that you refrain from clapping and other distractions that will prevent the next speaker from hearing their name called or beginning their comments.
- ▶ While you are speaking, you will see a green light. The light will turn yellow when there are 30 seconds remaining so that you may conclude your comments accordingly. You will see a red light and hear a beep when your time has expired.

SPEAKING ON AN AGENDA ITEM

- ▶ On agenda items, speakers are limited to two minutes.
- ▶ Your comments must pertain to that agenda item and the action being considered by the Council. General comments that go beyond the scope of the agenda item will not be received during this time. General comments and statements will only be accepted during the "Citizen Comment" sessions before or after the meeting.

SPEAKING IN THE "CITIZEN COMMENT" SESSION

- ▶ During this time, speakers are given up to three minutes to make comments to the City Council on topics not on the agenda.
- ▶ Speakers are permitted to address the Council once during "Citizen Comment" and are asked not to make repetitive comments.
- ▶ Speakers will be called in the order cards are received. Up to five speakers will address the Council at the beginning of the meeting. Any additional speakers will be given time at the end of the meeting.
- ▶ Your comments may not be addressed to staff or other members of the public.
- ▶ The Arizona Open Meeting Law does not permit Council members to discuss matters raised during "Citizen Comment" sessions. However, a Council member may respond to criticism made by those who have spoken, ask staff to review an issue, or ask to have the matter placed on a future agenda.