

# Public Comment/Testimony at Olympia City Council Business Meetings

The Olympia City Council welcomes public comment/testimony on issues related to City business, except on topics for which the Council has held a public hearing in the last 45 days or has a public hearing scheduled in the next 45 days.

The City Council sets aside up to 30 minutes near the start of its regular business meetings to hear from the community.

If more people sign up for Public Comment than can be accommodated within 30 minutes, the Council will add time at the end of the meeting to hear from them.

## Registration to Testify:

- Please **CLEARLY PRINT** your name and information on the designated form.
- Registration begins one half (1/2) hour before the meeting and ends with the start of the meeting.
- Individuals must be present to sign-in.

## Public Comment/Testimony Guidelines:

- The Mayor usually calls speakers to the microphone in the order in which they registered; although the Mayor has the authority to change the order at his/her discretion.
- Testimony is timed. Please respect others who wish to testify by taking no more than three minutes for your comments and less than three minutes when a large number of people are registered.
- An individual may not give their full or unused time to another speaker.
- More than one person may sign up for tandem or dual comments during a single three minute time.
- An overhead projector is available by advance arrangement at the staff table. No computer is available for public use.
- Please be respectful in tone and style.
- Please, no clapping or overt reaction to individual testimony as it may have a chilling effect on the testimony of those who have differing opinions.
- So that as many people as possible may speak, the Council will refrain from making remarks until after everyone has spoken or the scheduled 30 minute comment time is complete.