

# Public Hearings

## General Information



Before entering the chambers, please turn off all pagers and cell phones.  
The public hearings will begin no sooner than 6 p.m.

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### What is the difference between a **required** and a **courtesy** public hearing?

A **required public hearing** is required by law — all those who sign up to speak on the proposed ordinance will be heard.

A **courtesy public hearing** is requested by a Council Member and is typically limited to one hour — speakers will be heard in random order until the one-hour time limit has expired.

### How do I sign up to speak?

Prior to the public hearings, council will take a recess. During the recess, council staff will distribute speaker cards at the speaker's podium. Complete the card, including your address, and return it to council staff. You may not sign up for another person. No sign-ups will be accepted after council is back in session.

### How will I know when it's my turn to speak?

The Council President will call the names of five speakers at a time to proceed to the front row of seats directly behind the podium. Your name will be called individually when it is your turn to speak.

### How much time will I have?

You will have 3 minutes to speak. A traffic light graphic keeps time on the presentation monitors. Yellow indicates you have 30 seconds remaining to conclude your remarks, and the red light indicates your time is up.

### Can I give my 3 minutes to someone else?

If speaking at a **required public hearing**, you may yield your 3 minutes to another speaker, giving that person a total of 6 minutes. No speaker will be allowed more than 6 minutes. Indicate your request to yield time to someone else on your speaker card.

Speakers may not start speaking and then give remaining time to another speaker.

Time *may not* be yielded to another speaker during a **courtesy public hearing**.

### Are speakers called in a certain order?

All speakers for a **required public hearing** will be called in an order determined by the Council President, alternating between opposing points of view when possible.

Speakers for a **courtesy public hearing** will be selected by lottery. After all the speaker cards have been collected, they will be sorted by "support" and "oppose." Cards will be randomly selected, alternating between the two positions, until the one-hour time limit is reached.

### General Dos and Don'ts

Begin by stating your name, city of residence, and if you feel comfortable doing so, your home address.

Speakers are prohibited from using profanity or making personal attacks.

Disruptive behavior by a speaker or audience member will result in removal from the chambers.

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**Fire code requires everyone in council chambers to have a seat. No one may stand. If there are no seats available, please watch the proceedings in the designated overflow room. When you hear your name called to speak, proceed from the overflow room and enter the chambers.**