

GUIDELINES FOR PUBLIC COMMENT AT CITY COUNCIL MEETINGS

In order to hear as many different viewpoints as possible in the limited time available, the city council asks citizens to:

Refrain from side conversations while the meeting is in progress.

Wait until the Mayor invites citizen comment on an agenda item. Raise your hand to indicate you wish to speak. Each citizen may address the Council once on any agenda item.

When it is your turn to speak please:

- * State clearly your first and last name.
- * Concisely state your point and keep your comments limited to under 3 minutes. A timer will be used.
- * If previous speakers have made the same point, tell the Mayor that you do not need to speak because your point has been made.
- * If you plan to present a handout, give it to the city recorder to distribute to the council. Citizens who wish to submit lengthy or detailed testimony are encouraged to provide their comments in written form at least a week in advance to allow Council time to consider the information provided. Materials can be dropped into the black mailbox outside of the city office, or emailed to office@cityofmaywoodpark.com.
- * Address remarks to all council members. City council members pledge to be respectful and open to citizens that appear before them, and expect speakers to do the same.

If you have additional points, or feel more comfortable communicating your thoughts in writing, you may write the City Council a letter to 10100 NE Prescott St. Suite 147 Maywood Park, OR 97220 or email to office@cityofmaywoodpark.com and it will be distributed to the Council and made a part of public record.

Thank you,

City of Maywood Park