

Citizen Presentation Guidelines for City Council Meetings

The following summary information is provided to the citizens wishing to address the Tacoma City Council at its regular business meetings. It is meant to provide a basic understanding of the various opportunities for comment and meeting protocol. **More in-depth information regarding rules governing conduct at Council Meetings can be found in the *Rules of Procedure of the Council of the City of Tacoma* (available at www.cityoftacoma.org under City Hall, Public Info, City Council Rules of Procedure) and the Tacoma Municipal Code (available at www.cityoftacoma.org under City Hall, Public Info, Municipal Code).**

Overall guidelines for presentations before the City Council:

- You may not use the opportunity to speak before the Council to promote or oppose any candidate for public office or any ballot proposition.
- You may not use Public Comment or Citizens' Forum for advertising.
- Meetings will follow Rules of Procedure of the Council of the City of Tacoma and/or Robert's Rules of Order.

To speak on items on the Council's evening business meeting agenda:

- The Public Comment period will begin following proclamations and recognitions.
- The Public Comment period is reserved for citizen testimony on items before the Council at that meeting, including resolutions and first and second readings of ordinances.
- Your comments will be limited to five minutes, unless otherwise announced by the presiding officer. Speakers may address the Council once during the Public Comment period.
- To speak, write your name on the sign-in sheet on the table at the back of the Council Chambers.
- When it is time for you to speak, you should approach the podium near the front of the Council Chambers and identify yourself by name and address and state the topic(s) on the agenda you wish to address. Please state your name clearly as this information becomes public record.
- The Mayor or presiding officer will announce the start of the Public Comment period and call names from the sign-in sheet. When the names from the sign-in sheet have all been called, the Mayor or presiding officer will ask if there are any additional persons who would like to speak. If you did not place your name on the sign-in sheet, you would approach the podium at this time.
- The Council may vote to suspend its rules to allow testimony on a resolution or ordinance separately if the item is new or has substantially changed.
- You also may provide the Council with written comments or material (10 copies).
- You may still address the Council under Citizens' Forum at the first Tuesday meeting of each month or at any public hearings, even after you speak during the Public Comment period.
- Because the Hearing Examiner conducts hearings and receives testimony on behalf of the Council, the Council does not take testimony on Hearing Examiner items.

To speak at Citizens' Forum:

- Citizens' Forum occurs during the evening business meeting of the first Tuesday of the month. Citizens' Forum provides an opportunity for citizens to speak on items under the City Council's jurisdiction.
- To speak, write your name on the sign-in sheet on the table at the back of the Council Chambers. You may speak up to three minutes or the time limit determined by the Mayor or presiding officer.
- **Your comments during the Public Comment period or any public hearing do not preclude you from speaking during Citizens' Forum.**
- You cannot argue in support of or opposition to an ordinance or resolution on the Council agenda for which the time for public comment has passed.
- You may provide the City Council with advice, suggestions, complaints, information and/or constructive criticism.

For more information about speaking at City Council meetings or to request special accommodations, please call the City Clerk's Office at (253) 591-5171. You may access City Council agendas at www.cityoftacoma.org under City Hall, Agendas & Minutes.

Here are some other ways to share your opinions and ideas with City Council members.

E-mail

Mayor Baarsma	bbaarsma@cityoftacoma.org
Deputy Mayor Ladenburg	cladenbu@cityoftacoma.org
Council Member Anderson	Julie.Anderson@cityoftacoma.org
Council Member Evans	bevans2@cityoftacoma.org
Council Member Lonergan	mlonerga@cityoftacoma.org
Council Member Manthou	Spiro.Manthou@cityoftacoma.org
Council Member Phelps	kphelps@cityoftacoma.org
Council Member Stenger	Thomas.Stenger@cityoftacoma.org
Council Member Talbert	rtalbert@cityoftacoma.org

U.S. Mail/Phone/Fax

Tacoma City Council
Tacoma Municipal Building
747 Market Street, Room 1200
Tacoma, WA 98402
(253) 591-5100 Phone
(253) 591-5123 Fax

You may also turn in written testimony at Council meetings or public hearings or participate on City Council Committees, Boards, and Commissions. For information, call the Mayor's Office at (253) 591-5100, or check the City's website, www.cityoftacoma.org.