

CITIZEN PRESENTATION GUIDELINES FOR CITY COUNCIL MEETINGS

- **You may not** promote or oppose any candidate for public office or any ballot proposition.
- **You may not** use this time to advertise. Announcements of public events can be made through the Council's proclamations process.
- Speakers who disturb the orderly conduct of the meeting may forfeit their right to address the Council and be asked to leave the Council meeting.
- Meetings will follow the Rules of Procedure of the Council of the City of Tacoma and/or Robert's Rules of Order.

TO SPEAK AT A REGULAR COUNCIL MEETING:

- The Public Comment period is reserved for citizen testimony on items on the agenda.
- Comments will not be accepted on ordinances or communication items forwarded to the Council by the Hearing Examiner for which a public hearing has already been held. The Clerk will announce these items at each meeting prior to Public Comment.
- 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.
- Please write your name on the sign-in sheet on the table at the back of the Council Chambers.
- The Mayor or presiding officer will begin the Public Comment period by calling names from the sign-in sheet. If you did not place your name on the sign-in sheet, you may approach the podium following those that signed in.
- You should approach the podium and identify yourself and topic(s) on the agenda you will address for the public record. Please address all remarks to the Council as a whole.
- The Council may allow testimony on a resolution or ordinance at a time other than the Public Comment period if the item is new or has substantially changed.
- You also may provide the Council with written comments or materials (10 copies).
- You may also address the Council under Citizens' Forum at the Council meeting on the second Tuesday of each month or at any public hearings.

TO SPEAK AT CITIZENS' FORUM:

- Citizens' Forum occurs during the regular business meeting on the second Tuesday of each month and provides an opportunity for citizens to speak on items under the City Council's jurisdiction that are not on that evening's agenda.
- You may speak up to three minutes or the time limit determined by the Mayor or presiding officer.
- Please write your name on the sign-in sheet on the table at the back of the Council Chambers.
- The Mayor or presiding officer will begin the Citizens' Forum period by calling names from the sign-in sheet. If you did not place your name on the sign-in sheet, you may approach the podium following those that signed in.
- You should approach the podium and identify yourself and topic(s) you will address for the public record. Please address all remarks to the Council as a whole.
- Your comments during the Public Comment period or any public hearing do not preclude you from speaking during Citizens' Forum.

More information regarding rules governing conduct at Council Meetings can be found in the *Rules of Procedure of the Council of the City of Tacoma* located at www.cityoftacoma.org (under City Hall, Government) and the Tacoma Municipal Code at www.cityoftacoma.org/municode. For more information or to request special accommodations, please call the City Clerk's Office at (253) 591-5505.

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

E-mail

Mayor Strickland	Marilyn.Strickland@cityoftacoma.org
Deputy Mayor Walker	Lauren.Walker@cityoftacoma.org
Council Member Boe	David.Boe@cityoftacoma.org
Council Member Campbell	Marty.Campbell@cityoftacoma.org
Council Member Fey	Jake.Fey@cityoftacoma.org
Council Member Lonergan	Joe.Lonergan@cityoftacoma.org
Council Member Manthou	Spiro.Manthou@cityoftacoma.org
Council Member Mello	Ryan.Mello@cityoftacoma.org
Council Member Woodards	Victoria.Woodards@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.