

# NOT COMFORTABLE SPEAKING, BUT HAVE SOMETHING TO SAY?

Written testimony is always welcome, and is included in the public record for the City Council's consideration. Fill out a speaker card. When called to testify, give a written copy of your testimony to the City Recorder.

Written testimony may also be submitted to the City Recorder in advance of meetings by any of the following methods:

## ➔ MAIL

Attn: City Recorder  
29799 SW Town Center Loop E.,  
Wilsonville, OR 97070

## ➔ E-MAIL

Send e-mail correspondence to:  
[cityrecorder@wilsonvilleoregon.gov](mailto:cityrecorder@wilsonvilleoregon.gov)

## ➔ ONLINE

Complete the Speaker Card webform; attach your testimony.  
[wilsonvilleoregon.gov/speakercard](http://wilsonvilleoregon.gov/speakercard)

## PROVIDE PUBLIC COMMENT REMOTELY ON ZOOM:

Contact the City Recorder or  
look for instructions posted on  
each meeting agenda. You'll  
need access to a computer  
with camera & microphone  
+ an adequate wi-fi  
connection



**LET'S TALK,  
WILSONVILLE!**

Your feedback makes a difference!  
For more opportunities to share  
your thoughts on City projects,  
visit "Let's Talk, Wilsonville!"

**LETSTALKWILSONVILLE.COM**



503-570-1506 (City Recorder)  
[cityrecorder@wilsonvilleoregon.gov](mailto:cityrecorder@wilsonvilleoregon.gov)  
Wilsonville City Hall  
29799 SW Town Center Loop E.



**WILSONVILLE  
OREGON**



**A GUIDE TO PROVIDING  
PUBLIC TESTIMONY  
AT CITY COUNCIL MEETINGS**

## WELCOME TO CITY HALL

Twice a month, City Council meetings provide residents and other community stakeholders with an opportunity to speak directly to the City Council about matters of local interest.

Our elected officials and City staff value public feedback, which allows for better projects and better outcomes for the community's benefit.

## WHAT TO EXPECT

Meeting agendas are available on the City's website in advance of each meeting. Visit [wilsonvilleoregon.gov/meetings](http://wilsonvilleoregon.gov/meetings) to find agendas and the packet of materials provided by staff to inform the City Council's decision making. Printed copies of the agenda are also available in the Council Chambers. Seating is open; all are welcome.

## HOW DO I SPEAK AT A MEETING?

If you're speaking on a matter that is scheduled for a **Public Hearing**, public comment takes place after the hearing is opened. After public comment, the Council may pose questions or comments brought by the public to City staff or the applicant before the hearing is closed and deliberation on the matter begins.

Otherwise, public comment on any other topic (whether or not it appears on the agenda) is restricted to a period of **Public Input and Community Announcements**, which takes place near the beginning of each meeting.

In either event, there are just **three easy steps** required to speak before the Council:

### Fill Out a Speaker Card

- 1 Cards are located near the back of the room; ask staff for assistance if necessary. On the card, provide your name and address and indicate the topic on which you plan to speak.

### Give Completed Card to a City Staff Member

- 2 Any City staff member can take your card and give it to the City Recorder, who will include your name/address in the public record and ensure you have the opportunity to speak.

### Come Forward When Your Name is Called

- 3 Speakers may choose to stand at the podium or be seated at the table facing the City Council.

Speaker Cards can be filled out online in advance of meetings. Visit [wilsonvilleoregon.gov/speakercard](http://wilsonvilleoregon.gov/speakercard)

## TIPS & GENERAL PROTOCOL FOR ADDRESSING COUNCIL

### ➔ Speak to the Council, Not the Audience

Begin by stating your name and address (or state that your address has been provided on your speaker card). It is common to address public officials by their title (i.e. "Mayor" or "Councilor"). Addressing staff or audience members directly is generally not appropriate.

### ➔ Limit Testimony to No More Than 3 Minutes

To provide sufficient time for all who wish to speak, testimony is generally limited to three (3) minutes. The presiding officer (typically the Mayor) may adjust the time allotted to each individual at their discretion.

### ➔ Summarize Your Position; Support it with Facts

Whether your intention is to support or oppose an item on the agenda or to bring another matter to the Council's attention, briefly explain why you are here. Support your position with facts to inform the Council's deliberation and/or response.

### ➔ Speak Directly into the Microphone

All meetings are recorded for public viewing. Speaking directly into the microphone is necessary to ensure that viewers on YouTube or cable television hear your testimony clearly.

### ➔ Remain Courteous; Avoid Personal Attacks

Speakers should avoid conduct that is unreasonably loud, disruptive, or discourteous. If you have a complaint against a City employee, please contact the City Manager (503-570-1504) to discuss directly. Concerns with the actions of neighbors should be directed to Code Enforcement (503-570-1603) and not to the City Council.

### ➔ Don't Expect Immediate Response, Outcome

Responses to some questions, requests, and concerns may be provided after your testimony. Many will not, as they may require staff time to review and respond sufficiently. Any requests of staff or City Council should be sent in writing to [cityrecorder@wilsonvilleoregon.gov](mailto:cityrecorder@wilsonvilleoregon.gov).

## CITY COUNCIL MISSION STATEMENT

To protect and enhance Wilsonville's livability by providing quality service to ensure a safe, attractive, economically vital community while preserving our natural environment and heritage.