

Speaking at a City Council Meeting



Signing Up to Speak

Anyone who chooses to speak before Council must sign up no later than 10 minutes prior to the start of the regular council meeting.

- Speakers may sign up by filling out a speaker card at the meeting prior to the start of the meeting.
- Be sure to arrive before the start of the regular meeting to confirm your attendance with the City Clerk.
- In lieu of speaking, written comments may be submitted to the City Clerk prior to the start time of the meeting or online at chandleraz.gov/PublicComment.



Speaking to Council

- Be prepared to move quickly to the podium when your name is called to speak. Do not approach the dais.
- Begin by stating your name and your address for the record.
- You will be allowed up to three minutes to address the Council. The Mayor, at his or her discretion, may reduce the time as deemed necessary to ensure meeting efficiency.
- Comments shall be limited to the topic of the agenda item, or an item of general concern if made during the Unscheduled Public Appearance section unrelated to a posted agenda item.

Helpful Tips

- Presentations that are less than three minutes long, but to the point, are more effective with Council than long and repetitive presentations.
- If you plan to present Council with information, have the materials organized and ready to present to the City Clerk who will distribute it to Council, and begin your presentation immediately. Any information you would like to provide to Council prior to the meeting may be emailed to cityclerkagenda@chandleraz.gov.
- Address your remarks to the whole Council, rather than to a specific member.
- Do not ask Council if anyone has questions. Council will ask you to stay at the podium if there is a question.
- The podium has a count-down clock, which will indicate how much time is remaining to speak. When the time has ended, a tone will sound and your comments should be completed.

Rules of Conduct

Residents have the right to criticize policies, procedures, programs and services, but speakers must stick to the time limits and stay on topic. Be respectful and courteous to Council, Staff, other speakers, and those in attendance at the meeting. Behavior that fails to yield the floor when the speaker's time is concluded; is not relevant to the agenda item or city business; repeatedly interrupts a Councilmember; disturbs the order of the meeting; involves loud, threatening, hostile, abusive, vulgar or obscene language; and disrupts the council meeting is prohibited. Any speaker or audience member that engages in disruptive behavior may be subject to removal from the meeting. All Councilmembers shall enforce these rules.