

## A PUBLIC SPEAKER'S GUIDE TO ADDRESSING THE ARCATA CITY COUNCIL

The Arcata City Council holds its regular meetings on the first and third Wednesdays of the month at 6:00 p.m. in the Council Chamber, 736 F Street, Arcata, California.

### AGENDAS

Agendas are available the Friday prior to the meeting, after 12:00 noon, in the City Manager's Office, the City Hall lobby, the Arcata Branch Library, and online at [cityofarcata.org](http://cityofarcata.org)→*Watch Meetings*. The format and procedures for the City Council agenda are set out in Resolution No. 067-56.

### ITEMS ON THE AGENDA

At the beginning of each item on the agenda, the Mayor will call for staff to give a report on the item, after which the Mayor may call upon referral agencies or referenced parties to make a presentation.

### PUBLIC COMMENT

After the Council has had an opportunity to discuss the item and ask questions of staff and presenters, the Mayor will call for public comment. **The public speaker's role** is to provide additional information focused on the item being considered that will assist the Council in making its final decision on the matter. Be prepared to be limited to **three minutes**, especially on controversial items.

### COUNCIL DELIBERATION AND VOTE

When the Mayor closes the public comment period, the Council will carry out its final deliberations. After each Council member who wishes to speak has had an opportunity to do so, the Mayor will call for a motion and vote.

### EARLY ORAL COMMUNICATIONS and ORAL AND WRITTEN COMMUNICATIONS

There is a time set aside on each agenda for the public to address the Council on matters not on the agenda. The Council requests that speakers please state their name and where they are from, be clear and concise, and limit their communications to three to five minutes. Early Oral Communications is held near the beginning of the Agenda and is limited to seven speakers and/or 15 minutes. Speakers are invited to take a number from the Clerk's table for speaking during Early Oral Communications. At the conclusion of all oral communications, the Council may respond to statements. Any request that requires City Council action will be set by the Council for a future agenda or referred to staff.

### **VERBALLY ATTACKING COUNCIL MEMBERS, STAFF OR MEMBERS OF THE PUBLIC IS NOT ACCEPTABLE BEHAVIOR.**

*Thank you for participating and making democracy work!*