

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

The Arcata City Council holds regular meetings on the first and third Wednesday of the month, at 6:00 p.m., in the Council Chamber, 736 F Street, Arcata, CA 95521.

MEETING FORMAT: Agendas are available the Friday prior to the meeting, after noon, in the City Manager's Office, the City Hall Lobby, the Arcata Library, and online at cityofarcata.org (Agendas/City Council). The format and procedures for the City Council agenda are set by Resolution 056-08.

ITEMS ON THE AGENDA: At the opening of each item on the agenda the Mayor will call for staff to give a report and summary of the item after which, if necessary, 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 open the floor to public comment. **The public speaker's role** is to provide additional information focused on the item under consideration that will assist the Council in making its final decision on the matter. Be prepared to be limited to a **three minute** time period, especially on controversial items.

COUNCIL DELIBERATION AND VOTE: When the Mayor closes public comment, the Council will discuss the item and carry out its final deliberations. After each Council member has had an opportunity to speak, the Mayor will call for a vote.

ORAL 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, and be clear, concise, and limit their communications to 3 to 5 minutes. 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!