



# GUIDELINES FOR SPEAKING AT CITY COUNCIL MEETINGS

## 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.

CITY HALL  
29799 SW TOWN CENTER LOOP EAST  
WILSONVILLE, OR 97070  
503-570-1506



## WELCOME

The City Council meeting is your opportunity to participate with your elected representatives on matters pertaining to City business. The Council is interested in and supports the exchange of ideas with the public. Your comments, questions and suggestions are important. Through public participation the City of Wilsonville has achieved better project and development outcomes.

## WHEN CAN I SPEAK?

**CITIZEN INPUT** – Citizen Input this is an opportunity for visitors to address the Council on any matter concerning the City's business or any matter over which the Council has control. It is a time for visitors to address the Council on items that are **not** on the agenda. It is also the time to address the Council on items that are on the agenda, but that are not scheduled for a public hearing.

Prior to the beginning of the meeting fill out a [Speaker Card](#), located at the side of the Council Chambers, indicate the subject or agenda item you wish to speak to Council about, and give it to the City Recorder.

When you are called to testify, go to the front of the room and sit at a microphone facing the council. Begin your testimony by stating “for the record my name is \_\_\_\_”. After stating your name, either state your address or, if for privacy reasons you do not wish to publically state your address, state that your address is as written on the [Speaker Card](#) submitted for the record. Please note that your testimony card is public record, and therefore your name and address are part of the public record and available for public inspection.

Begin by saying you support or oppose a legislative measure on the agenda, and briefly explain why. Support your personal opinions with as many facts as possible. Remain at the microphone to answer any questions from the Council. When there are no further questions the Mayor will excuse you.

Please limit your comments to **three (3) minutes**. Extension of time is at the discretion of the Mayor.

**PUBLIC HEARINGS** --Public hearings are scheduled toward the end of the Council agenda. There are two types of public hearings; legislative and quasi-judicial (land use). Before the public hearing begins, fill out a [Speaker Card](#), located at the side of the Council Chambers, indicate the subject you wish to address and give it to the City Recorder.

The Mayor will open the public hearing and read the appropriate hearing format. City staff and the applicant (in the case of land use) will give a report on the matter, and then the Mayor will ask for testimony from proponents,

opponents, and those who are neutral. After the public testimony is completed, the applicant has the opportunity to answer questions, clarify or rebut comments made during the hearing. The Mayor will close the public hearing and Council will begin their discussion and deliberation on the matter.

**Written Testimony** - Written testimony is always welcome. When you are called to testify, give one copy of your testimony to the City Recorder. You may submit written testimony by:

- ✓ Fax to Attn: City Recorder at 503-682-1015
- ✓ Mail to Attn: City Council, 29799 SW Town Center Loop, Wilsonville OR, 97070
- ✓ Send e-mail to City Recorder [cityrecorder@ci.wilsonville.or.us](mailto:cityrecorder@ci.wilsonville.or.us)
- ✓ Completing the [Speaker Card](#) on line at:  
<https://www.ci.wilsonville.or.us/bc/webform/speaker-card>

Written testimony will be made a part of the record.

## TIPS ON ADDRESSING COUNCIL

It is common to address Council by their title as Mayor or Councilor. Direct all of your remarks and questions to the Council and through the Mayor. Addressing staff or the audience directly is not appropriate. If you have a complaint against a City employee, please make an appointment with the City Manager (503-570-1504) since a Council meeting is not the place to air it.

Please remember that all Council meetings are recorded so speak directly into the microphone. Comments offered from the audience are not easily picked up by the microphones and are not part of the hearing record.

It is asked that any requests or demands made by a speaker be made in writing and submitted to the City Recorder. The Mayor and Council may assign the appropriate staff to review and respond to the request. Depending on the request, it may take some staff time to research an issue or question. If necessary, the Mayor may ask the staff person to respond at the meeting.

Council requests all persons in attendance at a Council meeting avoid conduct which is unreasonably loud, disruptive, or discourteous.

## AFTER THE MEETING

If you have questions or need clarification after the meeting please contact the City Recorder at 503-570-1506 or via email:  
[cityrecorder@ci.wilsonville.or.us](mailto:cityrecorder@ci.wilsonville.or.us)