

Excerpts from Berkeley City Council Rules:

- During the public comment period for each Action Item, the Presiding Officer will request that persons wishing to speak, line up at the podium to be recognized and to determine the number of persons interested in speaking at that time.
- If ten or fewer persons are interested in speaking on an individual Action Item, each speaker may speak for two minutes. If there are more than ten persons interested in speaking on an item, the Presiding Officer may limit the public comment for all speakers on the item to one minute per speaker. Speakers are permitted to yield their time to one other speaker, however no one speaker shall have more than four minutes.
- This procedure also applies to public hearings except those types of public hearings specifically provided for in this section, below.
- persons will be selected by lottery to address matters not on the Council agenda. If five or fewer persons submit speaker cards for the lottery, each person selected will be allotted two minutes each. If more than five persons submit speaker cards for the lottery, up to ten persons will be selected to address matters not on the Council agenda and each person selected will be allotted one minute each.
- Persons wishing to address the Council on matters not on the Council agenda during the initial ten-minute period for such comment, must submit a speaker card to the City Clerk in person at the meeting location and prior to commencement of that meeting.
- The remainder of the speakers wishing to address the Council on non-agenda items will be heard at the end of the agenda. Speaker cards are not required for this second round of public comment on non-agenda matters.
- For the second round of public comment on non-agenda matters, the Presiding Officer retains the authority to limit the number of speakers by subject. The Presiding Officer will generally request that persons wishing to speak, line up at the podium to be recognized to determine the number of persons interested in speaking at that time. Each speaker will be entitled to speak for two minutes each unless the Presiding Officer determines that one-minute is appropriate given the number of speakers.
- Pursuant to this document, no Council meeting shall continue past 11:00 p.m. unless a two-thirds majority of the Council votes to extend the meeting to discuss specified items. If any agenda item remains unfinished at 11:00 p.m. or the expiration of any extension after 11:00 p.m., it will be referred to the Agenda & Rules Committee for scheduling pursuant to Chapter II, Section F. In that event, the meeting shall be automatically extended for up to fifteen (15) minutes for public comment on non-agenda items.
- People addressing the Council may first give their name in an audible tone of voice for the record. All remarks shall be addressed to the Council as a body and not to any member thereof. No one other than the Council and the person having the floor shall be permitted to enter into any discussion, either directly or through a member of the Council, without the permission of the Presiding Officer. No question shall be asked of a Councilmember except through the Presiding Officer.

Summary of Portland, OR rules:

- Portland Oregon allows a few people to sign up for communications slots at each meeting.
- Members of the public may sign up in advance for a Communication spot on the agenda. Communications allow members of the public to address Council for three minutes about a topic of their choosing.
- Communications are the first item heard at the Wednesday morning meeting and five spots are available. Individuals may sign up for a Communication once a month.
- Communications should only be scheduled after the topic has been brought to the attention of the appropriate bureau or Commissioner. The [Ombudsman's Office](#) may also be helpful in resolving concerns.
- [View ARA-7.02 Policy for more information about Communications](#)
- People are allowed to comment once per month.
<https://www.portland.gov/council-clerk/engage-council>

Denver, CO

- The session lasts for 30 minutes, starting at 5:00 p.m. and ending at 5:30 p.m. when the full council meets, mostly on Mondays. You can subscribe to the weekly schedule here, which will always let you know when meetings are.
- To speak, you need to sign up, and it's first-come, first-served.
- The council tries to hear from as many people as possible in those 30 minutes but **not everyone who signed up might be able to speak**. If you don't get to speak, you to try again at another session or to reach out to your member and/or the at-large members directly. Find out who your council member is here. If you already know who your member is, find their contact info here.
- If you are called to speak, you'll have three minutes to talk about anything related to the city, except for things that are scheduled to get their own public hearing. Click here to learn about public hearings.
- You can choose speak in person in the council chamber (1437 Bannock Street, 4th floor), or online using Zoom. If you choose to speak via Zoom, you'll receive a link after signing up.
- If you have handouts or other written materials to go with your comments to the council, we are happy to put them in each of the members' mailboxes to read later. **They will not be handed to members during the session**. You must bring enough copies for all 13 members -- we cannot make copies for you. If you are called to speak, let the members know you gave the materials so they know to look for it. It is helpful if you put your name and contact information on the materials in case a member wishes to contact you. You can give them to the staff member inside the chamber at the secretary's desk.
- **If you have spoken in the General Public Comment Session in the last week or the last three months, then new people get to speak before you**. This is because we want to give everyone the chance to use their voice. There will be sessions where not everyone will get to speak.
- Note that the council members will not respond to any speaker during the General Public Comment Session. Council members can follow up with speakers later, if they choose.

Sign up opens Friday at 11:00 a.m. and closes Monday at 3:00 p.m. You can sign up at the link below or by calling [720-337-2000](tel:720-337-2000).

<https://www.denvergov.org/Government/Agencies-Departments-Offices/Agencies-Departments-Offices-Directory/Denver-City-Council/Public-Input/General-Public-Comment>