

General Tips for a City Council Meeting Statement

Remember you are an ambassador for the cause. It is important that you do everything you can to portray a dignified and reasonable approach. That means good manners; no foul language, voice raising, or disrespectful body language. Dress for a business meeting.

1. Know your topic and be prepared
2. If you have never attended a meeting in your city it is good to observe at least one when you do not speak so you have an idea of the meeting flow.
3. Go to your city council's website for specific information about how they want you to present. There may be a need to fill out a speaker's card and you will probably be limited to a certain time, usually about 3-5 minutes. The website will have all the information you need on your city council's protocol and if there is no website you can call the clerk's office.
4. Take a few supporters with you for moral support and make sure they will also be ambassadors or

good will to enhance and not detract from your credibility.

5. When it is your turn to speak be sure to take a breath and speak clearly and calmly. Project your voice. If you use a handheld microphone be sure it is in position at an even distance close to your mouth so that a variation in volume is not a distraction.
6. When you are finished you can wrap up by suggesting that the topic is of much more complexity than can be addressed in a comment and request that the topic be placed on an upcoming formal agenda with a vote on a Resolution.
7. Submit a packet of supporting documentation to the city clerk for inclusion in the formal record.
8. Have handouts that you can reference in your presentation and ask that anyone interested can see you after the meeting for more information. Many people who attend council meetings are concerned citizens who might be enlisted to join the cause. If you are running for a precinct delegate position your comments help people get to know you and consider your candidacy favorably.