



CITY OF ASTORIA  
Founded 1811 • Incorporated 1856

# HOW TO MAKE A PUBLIC COMMENT AT A CITY COUNCIL MEETING

The City of Astoria believes that public comment is an essential and valuable part of local government that provides an opportunity for further public engagement between the City Council and the residents they represent. This guide has been developed to help residents who wish to make a public comment during a regular City Council Meeting.

## 1. MAKE A SPOKEN PUBLIC COMMENT DURING THE CITY COUNCIL MEETING.



### REGULAR AGENDA ITEMS & NON-AGENDA ITEMS:

Public Comment will be opened for each Regular Agenda Item after Council discussion. Public Comment on non-agenda items is during the New Business portion of the meeting. When the comment portion of an item has been opened be sure to follow these steps if you are inside the Council Chambers:

1. Raise your hand
2. Wait to be selected by President Officer of the meeting.
3. Walk up to the dais.
4. Clearly state your name and address for the record.
5. Provide your public comment to Council. To respect everyone's time, comments will be limited to 3 minutes.

### 1a. HOW TO MAKE A SPOKEN PUBLIC COMMENT THROUGH THE ZOOM LINK



The City Council also makes their meetings accessible online via Zoom. To access a meeting via Zoom please follow the instructions on this link: [https://www.astoria.gov/LIVE\\_STREAM.aspx](https://www.astoria.gov/LIVE_STREAM.aspx) You will need a computer that has a microphone to make a public comment online.

1. Select the Raise Hand icon on Zoom.
2. Wait to be selected by President Officer of the meeting.
3. Unmute yourself.
4. Clearly state your name and address for the record.
5. Provide your public comment to Council. To respect everyone's time, comments will be limited to 3 minutes.

### 1b. HOW TO MAKE A SPOKEN PUBLIC COMMENT BY CALLING IN ON THE PHONE.



The City Council also makes their meetings accessible via teleconference. To access a meeting via Zoom, please following the instructions on the City's website at: [https://www.astoria.gov/LIVE\\_STREAM.aspx](https://www.astoria.gov/LIVE_STREAM.aspx). Please reach out to the City Manager's Office before the meeting at [rquigley@astoria.gov](mailto:rquigley@astoria.gov) so we can know when to unmute you during the meeting.

## 2. SUBMIT A WRITTEN COMMENT PRIOR TO THE MEETING.



Please email your written public comments to the City Manager's Office at [rquigley@astoria.gov](mailto:rquigley@astoria.gov). Be sure to indicate the meeting and agenda item your public comment pertains to.