

Guide to speaking at a City Council Meeting During “Items from the Audience” or a Public Hearing

General Guidelines

We know it can be intimidating to speak at City Council meetings, but we believe that feedback is a gift and that it is our job as activists to speak directly to our elected officials. Using your own personal stories and experiences in your feedback will make it more powerful. In addition, most cities limit the number of speakers on a topic, so it is beneficial to coordinate with other people making comments so you don't repeat yourselves and you may touch on all of your points.

Bellevue City Council

If you wish to speak at the meeting, please fill out [this form](#) and a representative from the City Clerk's Office will contact you with details on how to access the meeting and other important information. Fields with a red asterisk are required. The form isn't available until the next meeting's agenda has been posted, so you may need to check back often.

The deadline for registration is 5 p.m. the night of the meeting. The total time allowed for all oral communications is 30 minutes. If the number of speakers signed up to speak will exceed that time, the Mayor is authorized to give preference to (1) persons speaking to items on the meeting agenda or anticipated to come on the agenda within a month and/or (2) to persons who have not spoken to the council in the last quarter. Speakers will be allowed up to three minutes to speak, and a maximum of three persons are permitted to speak to each side of any one topic.

If you are experiencing technical issues with the form and are unable to register, please contact the Council Office (425-452-7810 or cityclerk@bellevuewa.gov).

Comments may also be provided to the council via email at council@bellevuewa.gov.

Kirkland City Council

At every Kirkland City Council meeting there is an opportunity to make comments during the agenda item titled, “Items from the Audience.” You may talk about anything concerning you, or if the city has done something that you want to thank them for, this is the time to do it. Items from the Audience comments are limited to three speakers on a topic and each speaker is limited to three minutes.

From time to time the City Council will hold a Public Hearing on a specific topic, such as the budget. During public hearings, comments are not limited to a number of speakers nor are they given a time limit. The only requirement is that they are on topic.

One more thing to note, City Council members will not respond to your comments or questions. So do not be alarmed during and after your comments if the panel does not respond. This is a time when they just listen.

Logistics:

1. To make comments, you may use zoom or call in. You may find the zoom link and phone number here - <https://www.kirklandwa.gov/Government/City-Council#multiAccordionBody2>
2. Items from the Audience comes before Public Hearings. Be sure to raise your hand in Zoom, or press *9 on the phone, during the appropriate agenda item.
3. Introduce yourself by full name & identity (e.g., Kirkland resident)
4. For Items from the Audience there is a three minute time limit, so be sure to time your comments and keep within that time limit. There is no time limit for comments during a Public Hearing.
5. If you are unable to speak during the meeting but want to submit your comments, you may email the Council members individually, or this email address goes to all Council members - CityCouncil@kirklandwa.gov. It may also be important to cc: the City Manager, Kurt Triplett and his email is KTriplett@kirklandwa.gov.