



## Frequently Asked Questions about Speaking at City Council Meetings



### **Do I need to sign up ahead of time to speak at the City Council meeting?**

No. Any member of the public can speak during the Public Comments section of the agenda and when the mayor states that an agenda item is open for public comment.

### **Do I need to identify myself?**

Yes. When you get up to the microphone, please state your name and address. Our meetings are audiotaped and your name and address identify who is speaking. This information becomes part of the public record.

### **If I have photos, documents, videos or slideshows I want to present, do I need to make extra copies?**

One copy must be given to the City Clerk. If you do not wish to leave a copy with the City Clerk, then the materials cannot be shown to the Council. It is the presenter's option as to whether they want to provide copies to all five city council members. Our IT Director Don Dennis (ddennis@clermontfl.org) requests that you submit videos or slideshows by 5 PM **the day before** council meetings if at all possible.

### **How long am I allowed to speak?**

The following time limits apply:

- For items listed on the agenda – 3 minutes maximum
- For issues not listed on the agenda – 3 minutes maximum
- The mayor has the discretion to extend these time limits if necessary.



**A sign-in sheet is available at the podium for speakers to fill in their contact information before speaking during public comments. It is not required.**

**Please speak directly into the microphone so that you can be heard clearly.**

**Please refrain from clapping or cheering out of respect for the other speakers.**

**If you have any questions, speak to the City Clerk Tracy Ackroyd or ask any city staff member to assist you.**