

## **Town of Eagle, Town Council**

### **Helpful Hints and Guidance for Public Comment and Presentations**

#### **OPEN PUBLIC COMMENT**

The public is welcome to provide comment to the Town Council at its meetings (2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of the month). Open public comment (for items not on that night's agenda) starts at 6:00 p.m. You do not have to be a resident of Eagle to speak before the Council.

#### **Suggestions to help make your input more effective**

- Public comment is limited to **3 minutes per person** and may be shortened to allow all to speak if, at a particular meeting, the Council anticipates extensive public comment.
- **Written materials are welcome** to be submitted ahead of time, to Town Staff, and will be published in the Council's packet.
- If you provide written materials, **please refrain from simply reading that same material to the Council**—the Trustees will have already seen and read it. Instead, focus on key points and requests you may have for action or information, if applicable.

#### **PRESENTATIONS**

Some topics may warrant a more formal presentation and a specific slot on the agenda. If you wish to make a presentation to the Council, please discuss this with Town Staff at least one week before the Council meeting. Presentations are scheduled on the agenda immediately after Open Public Comment. If a substantial discussion is called for after your presentation, you may be invited back for a future meeting and more detailed discussion.

#### **Short concise presentations are preferred**

- Presentations are limited to 5 minutes. Invited presentations are limited to 10 minutes.
- If you are **invited to give a presentation**, Town Staff **may have discussed with you what information the Council is seeking, please make note of this information**.
- You are **welcome to provide written material or a visual presentation (ex: PowerPoint or Prezi)** to the Council. Please provide this in electronic format at least one week prior the Council meeting; it will be included in the Council packet.
- Visual **presentations are most effective if they are illustrative of your issue** and designed to add clarity through photos, maps, graphs, or drawings, to your oral presentation. Less text is almost always better. **Please do not simply read your visual presentation or submitted written materials to the Council**.
- Please **respect the amount of time allotted to your presentation** to not delay later items on the agenda.
- Please **focus on key points, and on any requests for action** you may have of the Council.

#### **WHAT YOU CAN EXPECT FROM THE COUNCIL**

- **The Council's attention and respect for the commenter's or presenter's time and effort to speak before the Council.**
- An **acknowledgement** of your presentation and the information provided.
- Depending on the topic, the **Council may have a few questions** or briefly **discuss if it wishes to learn more or take action** on the topic.
- If you are requesting an action by the Town to address your issue, the **Council may ask staff to do some research and provide additional information at a subsequent meeting.**