

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 (2nd and 4th 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 **5 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.**