

Making Public Comments During Redistricting Commission Meetings



Sunnyvale

The City of Sunnyvale's City Council and Redistricting Commission meeting agendas include opportunities for members of the public to address the Councilmembers and Commissioners. Use this checklist to help prepare and deliver public comments.

1 Select the Appropriate Speaking Opportunity

Oral Communications/Public Comment – Portion of the meeting agenda provides an opportunity for members of the public to address Council or the Commission on matters *not* listed on the agenda, including announcements related to community events, programs or recognition. This section is limited to 15 minutes with a maximum of up to three minutes and one appearance per speaker. The Council or Commission cannot take action on an item not listed on the agenda.

Public Hearing/General Business – The public is invited to speak on each agenda item.

- **Tailor speech to three minutes** – Speakers are allotted three minutes for each item. An on-screen timer displays the remaining time. For telephone participants the City Clerk or Recording Secretary will advise when 30 seconds remain. The Councilmembers and Commissioners may ask follow-up questions.

2 Create Effective Presentation Materials

Speakers may use presentation materials to support their public comments. In most cases, presentation materials will appear on the television monitors in the Council Chambers and on the City's government access cable channel (AT&T Channel 99 and Comcast Channel 15), when the meeting is being broadcast. If using materials, follow these guidelines to ensure the highest quality display:

- **Presentation Slides** –
 - Use an easy-to-read font such as Arial and a minimum of a 28-point font size
 - **Do not fill slide to the edges** – leave a border at least three-quarters of an inch on all sides
 - Graphics and charts should contain data and labels that are easy to read
 - Use 4:3 aspect ratio for slides to accommodate standard definition broadcast
 - We cannot accept Widescreen (16:9) format presentations as the sides will be cut off in a Standard Definition broadcast.

Video (e.g., .mp4, .mpeg, .wmv) – Videos are generally used for special presentations only.

The video length is included in the total allotted speaking time.

Handouts – Provide 12 copies to the City Clerk or Recording Secretary **15 minutes prior to the start** of the meeting. These will be distributed to the Councilmembers or Commissioners.

3 Submit Presentation Materials in Advance

Speakers must submit presentation materials in advance to ensure they display properly and meetings run smoothly. Speakers **cannot** use their own computer or projection equipment for displaying presentation material. Submit materials to the following offices within the timeframes listed below:

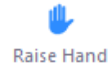
- *City Council/Redistricting Meeting* – City Clerk Division, (408) 730-7483, cityclerk@sunnyvale.ca.gov
- **Presentation Slides** – Submit electronic presentation slides, such as a PowerPoint presentation, **no later than noon on the day of the meeting**, to be loaded onto the City's equipment. Submit the presentation via email, CD or USB flash drive.
- **Video** – Submit video material **at least three working days prior** to the meeting.

If submitting by email, call to confirm receipt. Emails, including attachments, cannot exceed 50 MB. Contact the City Clerk Division to submit larger files.

4 Request to Speak

Virtual Meetings

Members of the public should use the Raise Hand feature to request to speak: (*9 on a telephone)



In-Person Meetings

Members of the public should fill out a speaker card to address the City Council or Redistricting Commission during their meetings.

- **Complete a Speaker Card** – Speaker cards are available on the tables by the entrance to the Council Chambers/meeting room. Write the speaker's name and agenda item legibly.
- **Turn in Speaker Card** – Give completed cards to the City Clerk at a Council Meeting or the Recording Secretary at a Redistricting Commission Meeting. The card should be turned in prior to the agenda item. Speakers will be invited to the lectern by the Mayor or Redistricting Commission Chair at the appropriate time.

5 Deliver the Presentation

Virtual Meetings

- **Be prepared to advance the presentation.** City Staff will share your content on screen and grant you remote control to move through your slides.
- **Speak clearly into your microphone.**

In-Person Meetings

- **Be prepared to run the presentation equipment** or have an assistant. The City provides a wireless computer remote control to advance electronic presentation slides from the lectern. City staff is **not** available during meetings to assist with operating the presentation equipment.
- **Speak clearly into the microphone** by adjusting its height to just below speaker's mouth. The City can also provide a hand-held microphone or lapel microphone for those unable to come to the lectern.

6 Written Comments

Submit written comments to the City Council up to 4 hours prior to the meeting to council@sunnyvale.ca.gov.

Submit written comments to the Redistricting Commission up to 4 hours prior to the meeting to RedistrictingCommission@sunnyvale.ca.gov.

You may also submit comments by mail to City Clerk, 603 All America Way, Sunnyvale, CA 94086.

7 Language Assistance

The City will arrange for interpretation services at Council or Redistricting Commission meetings with 48 hours of advance notice. Contact the Office of the City Clerk at (408) 730-7483 or cityclerk@sunnyvale.ca.gov.

8 Special Accommodations

Pursuant to the Americans with Disabilities Act (ADA) and Executive Order N-29-20, if you need special assistance to provide public comment, contact the City at least 2 hours prior to the meeting in order for the City to make reasonable alternative arrangements for you to communicate your comments. For other special assistance; please contact the City at least 48 hours prior to the meeting to enable the City to make reasonable arrangements to ensure accessibility to this meeting. Contact the Office of the City Clerk at (408) 730-7483 or cityclerk@sunnyvale.ca.gov (28 CFR 35.160(b)(1)).