



*City of Oakland*  
*Office of the City Clerk*

**TIPS FOR SPEAKING AT OAKLAND CITY COUNCIL MEETINGS  
(REVISED FEBRUARY 3, 2004)**

**Speaking at a COUNCIL COMMITTEE meeting**

- Submit a speaker card(s) to the City Clerk for each agenda item you wish to address:
  - Beginning at 12 noon on Friday for the upcoming Tuesday meeting, or
  - During the meeting, before the item is announced.
- Generally, speakers will be given two (2) minutes to speak on an agenda item.

**Speaking at a CITY COUNCIL meeting**

- Complete a speaker card for each agenda item you wish to address:
- Submit the card(s) to the City Clerk:
  - Beginning at 12 noon on Friday for the upcoming Tuesday City Council meeting
  - By 6 p.m. for items agendized from 6 to 7 p.m.
  - Before 8 p.m. and/or prior to the item being called for discussion for items scheduled for 7 p.m. and later.
- Cards will no longer be accepted after 8 p.m. on the day of the meeting
- Generally speakers will have at least two (2) minutes to speak prior to any vote or action by the Council.
- Under specific circumstances, the Council President may reduce each speaker's allotted time to one (1) minute.
- All speakers on any one item will have the same amount of speaking time.

**Speaking at OPEN FORUM during a CITY COUNCIL meeting**

The City Council cannot take action or comment on these issues. There will be a 15-minute Open Forum at the beginning of the 6 p.m. portion of the City Council meeting and again at the end of the 7 p.m. meeting. To speak:

- Submit a Speaker Card to the City Clerk by 6 p.m.
- Generally, speakers will have at least one (1) minute to speak.
- If everyone who submitted a speaker card is not heard within the 15-minute period, the City Council will continue Open Forum at the end of the agenda
- You may also submit a speaker card by 7 p.m. to speak at the second Open Forum at the end of the Council meeting.

**NEW OPTION – Submitting Speaker Cards by E-mail, Fax or in Person**

*You can now submit speaker cards to the City Clerk starting at 12 p.m. the Friday before the following Tuesday meeting:*

- By fax: (510) 238-6699
- By e-mail to: [cityclerk@oaklandnet.com](mailto:cityclerk@oaklandnet.com)
- In person at the Office of the City Clerk, 2<sup>nd</sup> floor of City Hall

Include your name, the date of the meeting, and the item number you wish to address.