

CITY OF WESTMINSTER GUIDELINES FOR PUBLIC PARTICIPATION IN VIRTUAL CITY COUNCIL MEETINGS

TO SUBMIT YOUR TESTIMONY IN ADVANCE:

Email testimony to PublicComment@cityofwestminster.us

- Send your written testimony no later than 12:00 p.m. (noon) the day of the meeting
- Please include your full name and address for the record.
- Your email testimony will be distributed to the City Council for their review and consideration by 1:00 p.m., and added to the official record. Emailed testimony will not be read aloud at the meeting.

Leave a recorded message to be played during the live virtual meeting.

- Call (303) 706-3111 by no later than 12:00 p.m. (noon) on the day of the meeting.
- After the tone, state your full name and address for the record. Anonymous messages will not be played back during the meeting.
- Your recorded message is limited to 5 minutes, so please be aware of the time as you give your comments.
- The voicemail box has a silence detector, so if there is a silent pause of more than 5 seconds, it will prompt you to send the message or re-record the message.
- There will be no time warnings, and the call will end after the 5-minute limit has expired.
- Messages left at this voicemail box will be played during the Public Comment section of the virtual meeting.

TO GIVE YOUR TESTIMONY DURING THE LIVE VIRTUAL MEETING:

Sign up to speak through the City Clerk's Office.

- Add your name to the list of speakers by emailing the City Clerk's Office at cityclerk@cityofwestminster.us by no later than 12:00 (noon) on the day of the meeting.
- Provide your full name and address.
- Speakers will be called in the order that they sign up to speak.
- A web link to the live meeting will be sent in response to your email on the day of the meeting.
- You must have the ability to log in to the virtual meeting using your own computer equipment. In order to speak, you must use your computer's microphone, a headset, or call in on your phone for sound.
- Once you join the meeting, you will be automatically muted.
- During Public Comment, the Mayor will call on each person who signed up in order.
- When your name is called, you will be unmuted and may proceed to give your testimony for up to five (5) minutes.
 - If you experience technical difficulties when you are called to speak, and are unable to give live testimony:
 - i. To have your comments included as part of the official record, immediately call the Public Comment voicemail box at (303)706-3111 to leave a recorded message of your testimony.
 - ii. After the tone, state your full name and address for the record. Anonymous messages will not be played back during the meeting.
 - iii. Your recorded message is limited to 5 minutes, so please be aware of the time as you give your comments.
 - iv. The voicemail box has a silence detector, so if there is a silent pause of more than 5 seconds, it will prompt you to send the message or re-record the message.
 - v. There will be no time warnings, and the call will end after the 5-minute limit has expired.
 - vi. Your testimony will be played back before the close of the Council Meeting, if the message is called in timely.