

## CITY OF WESTMINSTER GUIDELINES FOR PUBLIC PARTICIPATION IN VIRTUAL PUBLIC HEARINGS

### TO SUBMIT YOUR TESTIMONY IN ADVANCE:

Email testimony to the Public Hearing email box specifically listed in the agenda memorandum for that item.

Examples: [PublicHearing\\_Item10A@cityofwestminster.us](mailto:PublicHearing_Item10A@cityofwestminster.us)  
[PublicHearing\\_Item10B@cityofwestminster.us](mailto:PublicHearing_Item10B@cityofwestminster.us)

- Send your written testimony no later than 12:00 p.m. (noon) the day of the public hearing.
- 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 the Public Hearing.**

- Call (303) 706-3111 by no later than 12:00 p.m. (noon) on the day of the public hearing.
- After the tone, state your full name and address for the record.
- Your recorded message is limited to 5 minutes, so please be aware of the time as you give your comments. Please note, if the system detects silence of 5-7 seconds, you may be disconnected.
- There will be no time warnings, and the call will end after the 5-minute limit has expired.

### 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](mailto:cityclerk@cityofwestminster.us) by no later than 12:00 (noon) on the day of the public hearing.
- 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.
- 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 the Public Hearing, 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.
  - 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 (303)706-3111 to leave a recorded message of your testimony.
    - ii. After the tone, state your full name and address for the record.
    - iii. Your recorded message is limited to 5 minutes, so please be aware of the time as you give your comments. Please note, if the system detects silence of 5-7 seconds, you may be disconnected.
    - iv. There will be no time warnings, and the call will end after the 5-minute limit has expired.
    - v. Your testimony will be played back before the close of the Public Hearing.