



Salt Lake City Council Welcomes Your Comments

There are two sections on the Council agenda where constituents can address the Council. All information submitted during public comment becomes part of the public record. Those in attendance are expected to follow the rules of decorum outlined below.

Public Hearings: The Public Hearing section of the Council agenda is set aside for the public to comment for two minutes on specific topics listed on the Council's agenda. Those in attendance are expected to limit their comments to the subject matter of the public hearing.

Public Comments to the City Council: The Public Comments section allows speakers to address the City Council for two minutes on any subject.

Note: There may be times when a City Council Member may request a point of personal privilege from the Chair to ask a question or make a brief remark, but generally the public comment portion of the meeting is designed for constituents to speak and the City Council to listen.

Steps for Public Comment

- Fill out a "public comment card" (comment cards are color-coded according to topic); check the box indicating that you wish to speak. If you do not wish to speak, check the appropriate box and provide any written comment. Hand your comment card to a Council staff member.
- The Council Member conducting the meeting will generally call upon each individual wishing to speak in the order cards are received.
- State your name into the microphone before beginning your comments and proceed with your comments. (Providing the area of the City where you live is helpful to the Council as well.)
- Observe the two-minute time limit so everyone may have a chance to speak.
- People cannot combine their time so that one person speaks longer than another (i.e., "Joe" cannot give his time to "Jane" to allow "Jane" to speak for four minutes).

Rules of Decorum

Please observe the following rules of civility to maintain the decorum of City Council Meetings.

The Council's meetings are a place for people to feel safe and comfortable in participating in their government. A respectful and safe environment allows a meeting to be conducted in an orderly, efficient, effective, and dignified fashion, free from distraction, intimidation, and threats to safety.

In order to support a respectful meeting, items that disrupt the meeting, intimidate other participants or that may cause safety concerns are not allowed. For example:

- Council staff or security officers may ask you to open any large bags, purses or backpacks for inspection, and may also request changes to placement of recording equipment or other props to help facilitate the meeting.

- Jeering, cheering, clapping and waving signs may intimidate other speakers and cause a disruption, so please refrain from such activities.
- Please be respectful to the historic elements in the room such as: keep feet off furniture; avoid leaning or touching paintings and other décor; and no food or drinks are allowed in the Council Chamber (Room 315).
- Generally, props and equipment are not allowed. If you have a prop or piece of equipment integral to a presentation, please clear its use with a staff member or security officer before entering the meeting room.
- Signs are permitted; however, so that they do not cause disruption or block the view of others, please follow these guidelines: signs should be able to be kept at your feet or on your lap; sticks or dowels are not allowed; signs can be kept near the podium on the floor during your turn to speak.
- If you have questions about proper placement of recording equipment or recording in general, please coordinate this with a security officer or staff member before the beginning of the meeting who will make requests to help ensure that it does not disrupt the meeting or make other attendees feel uncomfortable
- If you have written remarks, a document, or other items you may want the City Council to review, do not approach the dais. Instead, please give them to Council staff and they will distribute them for you.
- Failure to follow these decorum rules may result in removal from the meeting.

Other Ways to Provide Comment to the City Council

Email: council.comments@slcgov.com

Phone: (801) 535-7600

Write: Salt Lake City Council
P.O. Box 145476

Fax: (801) 535-7651

Salt Lake City, UT 84114-5476

24-Hr Comment Line: (801) 535-7654

When providing additional information or comments to the Council, it is helpful to submit a set of bullet points, such as:

- Clearly state your question
- Issue/concern/problem
- Support/objections to the proposal
- Information you want the Council to know
- Recommendations for solutions

Last Updated: May 2017

