



Salt Lake City Council Welcomes Your Comments

There are two sections on the Council agenda where constituents can address the Council for two minutes. All information submitted during public comment becomes part of the public record. Those in attendance must follow the Public Meeting Rules outlined below.

Public Hearings: During this meeting section, the public may comment on public hearing items listed on the Council's formal meeting agenda. Speakers must limit their comments to the public hearing topic. You can register to comment until the Council closes the hearing.

Public Comments to the City Council: The general comments section allows the public to address the Council about any item not scheduled for a public hearing or any other City business. Registration ends at 7:30 p.m.

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

Steps for Public Comment

In-Person Attendees

- Fill out a public comment card. Check the box indicating that you want to speak. If you do not want to speak, check the appropriate box, and write your comments on the back. Hand your comment card to a Council staff member. Please fill out a comment card for each public hearing and general comment section you want to submit a comment for.
- Council staff will call upon everyone signed up to speak in the order cards are received.
- When called upon to approach the podium, say your name into the microphone, and then proceed with your comments (providing the area of the city where you live is also helpful to the Council).
- If you run out of time to speak, you can write your comments on a comment card.

Zoom Attendees

- Access the Zoom meeting information at SLCCouncil.com. Fill out the registration. Once registered, Council staff will add you to the speakers' queue.
- You will receive an email with a link to join the webinar. Click on the link and follow the prompts. You may join 30 minutes before the meeting starts.

- When you join the meeting, your camera and microphone are turned off. Council staff will call on you when it is your turn to speak and unmute your microphone. After your two minutes are up, Council staff will mute your microphone and move on to the next commentor.
- If you run out of time to speak, please email your comments to council.comments@slcgov.com or call 801-535-7654.

Please 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).

If you speak to a public hearing item, you may speak again during general comment if your issue is on a new topic. Please note that registration for public comments ends at 7:30 p.m., about 30 minutes after the formal meeting starts.

Public Meeting Rules

Council meetings are a place for people to feel safe and comfortable 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. We welcome everyone, so please be mindful and keep comments free of discriminatory language referring to a person or group based on their religion, ethnicity, nationality, race, color, descent, gender, sexual orientation, disability, age, or other identity factor.

To support a respectful meeting, actions that disrupt the meeting, intimidate other participants, or 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. They may also request changes to the 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 respect the room's historical elements, such as keeping feet off furniture, avoiding leaning or touching paintings and other décor, and no food or drinks 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 the 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, refrain from approaching the dais. Instead, please give them to Council staff, who will distribute them to Council Members.

Failure to follow these rules of order 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

24-Hr Comment Line: 801-535-7654

Write: Salt Lake City Council
P.O. Box 145476
Salt Lake City, UT 84114-5476

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: February 2024