



City of Tigard

Public Testimony Guidelines for City Council Meetings

Citizen Communications

- Time Limit: 2 minutes or less*
- Topics: Items not on the agenda.

*Longer matters can be set for a future Agenda by contacting either the Mayor or the City Manager.

Non-Public Hearing Agenda Items

- If no sign-up sheet is available, ask to be recognized by the Mayor at the beginning of that agenda item.
- If the Mayor allows comments, a time limit may be imposed.

Public Hearing Agenda Items

- Oral Testimony:
 - Time limit for applicant and/or applicant's representative(s): 20 minutes, total
 - Time limit (per person) for all other oral testimony: 5 minutes
 - Timer will be used for all public hearing testimony:
 - Green light will come on after the person has stated his/her name and address for the record.
 - Yellow will light come on when one minute remains.
 - Red light will come on when testimony time is up.
 - City Council and staff should hold questions until after delivery of testimony to avoid complications determining if the testifier has had the ability to comment the full 5 minutes.
- Written Testimony:
 - For the initial hearing, testimony should be submitted as early as possible. The public is encouraged to deliver written testimony to the City Recorder 24 hours prior to the public hearing.
 - Deadlines for submitting written testimony can be imposed for continued hearings.
 - Scope of testimony limits can be imposed for continued public hearings.
- Public Notice on Hearing Procedures:
 - Hearing procedures will be described in the hearing notice, on the public agenda posted online and at City Hall.
 - A hearing procedures handout will be available at the entrance to the meeting room.
 - Hearing procedures are reviewed by the City Attorney at the beginning of quasi-judicial (land use) and legislative hearings.
- Rebuttal
 - Applicant will have an opportunity to rebut testimony at the hearing following oral public testimony from the proponents and opponents. Applicant shall respond only to testimony given and present no new information. The applicant will be encouraged to deliver rebuttal remarks in 10 minutes or less.