



City Council Meeting Public Comment Guidelines

The Hillsboro City Council welcomes respectful public comment at its meetings. The presiding officer will indicate when you may come forward to the table in the center at the front of the room. Remember to speak directly into the microphone and address the Council, not the audience. Please state your name and the general area you reside in for the record; you do not need to state your full address. The Council does not respond to specific comments during the meeting, however the City Manager may direct staff to follow up with you regarding your comment or questions.



Public comments, unless specifically authorized by the presiding officer who is most often the Mayor, will only take place in the four following instances:

Agenda Related Public Comments

- If you wish to speak under the “Public Comment Regarding Items Listed on the Agenda” portion of the agenda, **please fill out a card on the table in the back of the room and give it to the City Recorder who is seated at the left side of the platform at the front of the room.** Comments made under this section must be in reference to one of the items on the current agenda.
- If you have a written statement for the Council, please have 10 copies available and give them to the City Recorder who will distribute them to the Council.
- Presentations are limited to three minutes. More time, if needed, may be provided at the presiding officer’s discretion.

General Public Comments

- If you wish to speak under the “Public Comment Regarding Items Not Listed on the Agenda” portion of the agenda, **please fill out a card on the table in the back of the room and give it to the City Recorder who is seated at the left side of the platform at the front of the room.** If you already spoke regarding an item on the agenda, you may speak again under this section.
- If you have a written statement for the Council, please have 10 copies available and give them to the City Recorder who will distribute them to the Council.
- Presentations are limited to three minutes. More time, if needed, may be provided at the presiding officer’s discretion.

General Public Hearings

- **Please fill out a card on the table in the back of the room and give it to the City Recorder who is seated at the left side of the platform at the front of the room.** Don’t forget to note which public hearing you would like to speak during.
- All interested persons will be invited to speak following the opening of the hearing.
- Testimony is limited to three minutes. More time, if needed, may be provided at the presiding officer’s discretion.

Quasi-Judicial* Public Hearing

- The City Council will periodically conduct quasi-judicial public hearings*.
- **Please fill out a card on the table in the back of the room if you plan to speak or want to receive a notice of the decision and give it to the City Recorder who is seated at the left side of the platform at the front of the room.**
- For land use hearings, a staff member will come forward and outline the Oregon Revised Statute (ORS) 197 requirements for the hearing before the presiding officer opens the hearing.
- All interested persons will be invited to speak following the opening of the hearing. Oral testimony will be taken in the following order: applicant, other proponents and opponents, followed by the applicant’s rebuttal.
- Testimony should avoid repetition of issues, be based on the application or on the specific approval criteria outlined in the staff report for the item and is limited to three minutes. More time, if needed, may be provided at the presiding officer’s discretion.
- For land use hearings, ORS 197.763 provides that, under certain circumstances, the record may remain open or a continuance may be granted upon the request of a participant.

*Quasi-judicial hearings allow the City Council to hear sworn testimony, obtain evidence and provide for cross examination of witnesses, with the decision based solely on the evidence presented.