

How to Participate in Council Meetings



Make your voice heard! The City Council values public input. The information below outlines how you can address the City Council and participate in your local government.

Look for a Meeting Date



Find a meeting date by reviewing the Legislative Calendar at sandiego.gov/legal. This shows you all the dates and times that the City Council meets to discuss important issues affecting your community.

Review the Agenda



- Review the agenda to see what item(s) interest you at sandiego.gov/cc.
- Click on the title to see all the back-up information including the staff report, fiscal information, and legalese of the item.
- Make note of the Item #'s that interest you.

Join the Conversation

Choose how you want to participate



- 12th floor of CAB**
In-person
 - Fill out a speaker slip and submit to the Clerk.
 - Must be submitted before public comment ends on item.

- Organized Presentation**
Sign-up in Advance
 - Groups of 2 or more **must** sign up in advance to speak at sandiego.gov/presentation
 - Submissions must be received 24 hours prior to the meeting.

- Online/Phone**
Remotely
 - Join remotely via phone utilizing the info on the front cover of the agenda or online sandiego.gov/councilmtg
 - Raise your hand when the item you are interested in is introduced by clicking the "raise your hand icon" or *9 via phone.
 - You will hear *6 or see a prompt to unmute when it is your turn to speak.

- Webform**
Write-In
 - You may submit written comments and attachments at sandiego.gov/comment
 - Submit at the latest 2 hours before the meeting starts.

- Watch Online or on CityTV**
Watch the City Council Meeting via CityTV on Ch 24 (Cox and Spectrum) and Ch 99 (ATT U-verse) or online at: sandiego.gov/CityTV

More information on how to participate can be found at sandiego.gov/participate

Non-Agenda Public Comment

If you don't see the topic you want to speak about on the agenda, you can share your comments during Non-Agenda Public Comment..

- Mondays: At the end of the 2:00 PM session
- Tuesdays: At the end of the 10:00 AM session

This is your opportunity to speak on items that are not listed on the agenda but are within the Council's authority.

Questions

Have questions or can't sign-up online? Contact the Office of the City Clerk at 619-533-4000 or via e-mail at cityclerk@sandiego.gov.

Information available in other languages :

اللغة العربية | 简体中文 | Español | Tagalog | 日本語 | 한국어 | తెలుగు | Tiếng Việt



Office of the City Clerk

How to Submit an Organized Presentation



Make your voice heard! The City Council values public input. The information below outlines how you can address the City Council and participate in your local government via an organized presentation.

SIGN UP AT WWW.SANDIEGO.GOV/PRESENTATION

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Organized Presentation

A coordinated group presentation with a shared position.



Group 2 or more people

Individuals with a shared position may speak together or have a lead speaker(s) during a City Council Meeting for an allocated amount of time.



Lead Presenter Contact Person

- The lead presenter is the person we will coordinate with to ensure participation guidelines are shared with the group.
- They will acknowledge that all listed participants must be present, raise their hand using the submitted attendance method and identity when called, and that missing participants may result in reduced speaking time



Webform Submit 24 hours in advance

- A sign-up form for organized presentations must be submitted 24 hours in advance of the meeting.
- Form can be found at www.sandiego.gov/presentation



Presentation Materials Submit 2 hours in advance

- If a presentation (e.g. PPT, video, audio) is to be used it may be submitted along with the sign-up form.
- If not submitted it must be submitted via a follow-up link 2 hours in advance.



Monitor Meeting Be Prepared

- The order the agenda items will be taken can be found online at www.sandiego.gov/cc
- Monitor the meeting and be prepared to speak/raise your hand if you are in person or online.

PLEASE NOTE

- ✓ Organized Presentations will be taken first after Staff Presentations.
- ✓ All participants must be present (in person or virtually).
- ✓ All must raise their hand when called.
- ✓ Time given is the number of speakers in group x time allocated to the item per person as noted on the agenda. Maximum of 15 minutes.
- ✓ Missing participants may reduce total time.

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