



## Presentation Guidelines

### ❖ **Presentations by the Public (Citizens, community groups, organizations, etc.)**

- Anyone from the public may request or be invited to make a presentation during a City Council Session.
- A presentation request must be submitted in writing to the City Clerk's Office via email, fax or mail. Request should include the topic of discussion, name, address, telephone number and email address of the individual wishing to make the presentation.
- The City Manager will determine whether a request is approved to be placed on an agenda.
- If approved, the presentation will be scheduled for a specific date. Topics not approved for presentations may be addressed during the public comments portion of a City Council Session where individuals are given three (3) minutes to address the Council.
- Individuals will be given ten (10) minutes to make their presentation unless otherwise specified.
- All presentation materials (electronic and/or hard copies) must be provided to the City Clerk by 5PM Wednesday before the Council Session, unless otherwise approved by the City Manager.

### ❖ **Presentations by City Officials and Staff**

- City officials and staff may use presentations to describe issues that are discussed and considered by Council.
- Staff presentations will need to be uploaded in the Agenda Software or given to the City Clerk by 5PM Wednesday before the Council Session.