

MAYOR CHAO'S POLICY ON PUBLIC COMMENT

(Supplement to the City Council Procedures Manual)

1. Speaker Recognition

- The City Clerk shall call speakers in the order the speaker cards are turned in (for in-person participants) or the order hands are raised (for remote participants).
- The Mayor does not have visibility into who has submitted cards or raised hands, ensuring fairness in the speaking order.

2. Time Allocation for Non-Agenda Items at the Beginning of the Meeting

- The Council Procedures Manual allocates 30 minutes for oral communications on non-agenda items before the Council turns to its agenda. Any remaining speakers for non-agenda items are then heard after all action items on the agenda have concluded in a continued period for oral communications.
- When 30 minutes for oral communications is not adequate, as Mayor, I will extend the period for oral communications to 40 minutes to accommodate more speakers in this period. I may also shorten everyone's speaking times, as needed.
- You are also encouraged to submit written comments via email to CityCouncil@cupertino.gov. This is especially helpful if you cannot deliver your full remarks within the time limit or are unable to speak. Written comments submitted during the meeting will be added to the Written Communication document if you so request.

3. Remote Speakers

- A proportional number of remote speakers, as compared to in-person speakers, will be included in the initial Oral Communications period. This proportion will be based on the ratio between the number of remote speakers versus in-person speakers as tallied by the City Clerk immediately following the instructions for Oral Communications.
- This policy ensures that remote speakers—who may be seniors, caretakers, or those with work constraints—have a fair opportunity to speak.

4. Agenda Items

- For items on the agenda, I will make every effort not to shorten speaking times unless there is an extraordinary number of speakers requiring such a measure.

5. Short Comments on Non-Agenda Items

- Councilmembers are asked to reserve any legally permissible brief comments, questions, or staff referrals on non-agenda items until after either the initial Oral Communications period or until after the continued portion of the Oral Communications concludes.

6. Short Response to Correct Misinformation

- If a speaker makes inaccurate claims about any city official or staff, any official on the dais may, once recognized by the Mayor, offer a brief response to correct the record.