



City Council Meeting Public Comment Guidelines

The Hillsboro City Council welcomes respectful public comment at its meetings.

Please fill out the public hearing sign-in sheet or a comment card located on the table in the back of the room *so that you do not need to state your address when you speak*.

When you speak, please come forward to the table in the center at the front of the room and remember to talk directly into the microphone.

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

Communication and Non-Agenda Item Comments

- If you wish to speak under the “Communication and Non-Agenda Items” 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 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.
- The presiding officer will indicate when you may come forward and comment.
- Please state your name for the record.
- Presentations are limited to three minutes. More time, if needed, may be provided at the presiding officer’s discretion.

General Public Hearing

- **Please sign the Public Hearing Sign-In Sheet on the table at the back of the room.**
- All interested persons will be invited to speak following the opening of the hearing.
- The presiding officer will indicate when you may come forward and comment.
- Please state your name for the record.
- Testimony should avoid repetition of issues and 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 sign the Public Hearing Sign-In Sheet on the table at the back of the room if you plan to speak or if you would like to be placed on a list of those who will receive a notice of the decision.**
- 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.
- When testifying, please state your name for the record.
- 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.