

GUIDANCE FOR PARTICIPATING IN PUBLIC HEARINGS BEFORE THE METRO COUNCIL BUDGET COMMITTEE

*The Committee has invited the public to speak on budget-related topics at the public hearings that begin at **6:00 p.m. on May 18** and **June 2**. Participants can attend in person at City Hall or virtually via WebEx Events — **advanced registration is required**.

*Non-profits, please note that only one designated representative should speak about external agency funding from each agency.

REGISTER TO SPEAK AT PUBLIC HEARING:

- The link to sign up will be available on the Metro Council Clerk's website at <https://louisvilleky.gov/government/metro-council/metro-council-clerk>.
 - **Register for the May 18th (6:00 p.m.) meeting on May 17th from 3:00 p.m. to 4:30 p.m.**
 - **Register for the June 2nd (6:00 p.m.) meeting on June 1st from 3:00 p.m. to 4:30 p.m.**
- If access to the internet is unavailable, register by calling the Metro Council Clerk's Office at 502-574-3902 during the same timeframe listed above for registration.
- If attending virtually, please register with the name, email address, and phone number that will be used when joining virtually to ensure recognition. An email will be sent to the registered email address from messenger@webex.com that includes the information to join the meeting. Do not share the information.

WHILE GIVING PUBLIC COMMENT:

- Speakers will be asked to provide comment in the order of registration, and the speaker must be present when called upon to speak.
- The Chair will call on each speaker by name, at which point the speaker will be given up to three (3) minutes to provide comments.
- Speakers should state his/her name, and if applicable, the organization being represented.
- Only one person can speak during the 3-minute comment period.
- Using speaking points can be helpful.
- The use of inappropriate language or images will cause the speaker to be immediately removed from the meeting.

IN-PERSON ATTENDEES:

- The meeting will be held in the Metro Council Chambers located in City Hall at 601 W. Jefferson Street. Enter City Hall at the 6th Street entrance.

VIRTUAL ATTENDEES:

- It is free for virtual attendees to join the meeting via WebEx Events and a WebEx Events account is not necessary. WebEx Events can be accessed from computers, tablets, and smart phones, or speakers can call in on any telephone.
- Each virtual attendee will be muted by default upon entry into the meeting. Each virtual attendee will be able to unmute when called upon to speak, and may also choose to share video at that time.
- Mute any other devices being used to watch the meeting to avoid audio feedback.

NON-PARTICIPANTS CAN ATTEND IN PERSON OR VIEW/STREAM THE MEETING: Non-participants can attend the meeting in person or can view the meeting live on Metro TV (Spectrum Cable Channel 184 or UVERSE Channel 99), or via the Metro Council Clerk's Archived Media page at http://louisville.granicus.com/ViewPublisher.php?view_id=2, or on Facebook on the Louisville Metro Council's page at <https://www.facebook.com/LouisvilleMetroCouncil>.