

## **GUIDANCE FOR PUBLIC ADDRESSES AT 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 13**, and **5:00 p.m. on May 27**. Both hearings will be held virtually via WebEx Events and advanced registration is required. (See registration times below.)

\*Only one designated speaker may speak for each non-profit group. You do not have to be a member of a non-profit group to speak—the Committee is interested in hearing from anyone in the community on budgetary issues.

\*Each person will have three (3) minutes to speak, and occasionally the Council Members may have questions.

### **REGISTER TO SPEAK AT PUBLIC HEARING:**

- The link to sign up will be available on the Metro Council Clerk’s website as follows:

Link to Metro Council Clerk’s website: <https://louisvilleky.gov/government/metro-council/metro-council-clerk>

**-Register for the May 13<sup>th</sup> (6:00 p.m.) meeting on May 12<sup>th</sup> from 3:00 p.m. to 4:30 p.m.**

**-Register for the May 27<sup>th</sup> (5:00 p.m.) meeting on May 26<sup>th</sup> from 2:00 p.m. to 3:30 p.m.**

- Please register with the name, email address, and phone number you will be calling from to ensure you are recognized.
- **TEST MEETINGS:** Registered speakers will first receive an email to join a test meeting so that any technical problems can be addressed before the actual meeting. **The test meetings will be scheduled for May 13<sup>th</sup> from 12:00 p.m. to 12:30 p.m., and May 27<sup>th</sup> from 12:00 p.m. to 12:30 p.m.** We strongly suggest you join the test meeting briefly to make sure you have no technical issues, because addressing such issues during the actual meeting may not be possible. If you experience any issues during the test meeting, call the Metro Council Clerk’s Office at 502-574-3902 for assistance.
- A message will be sent to the registered email address that includes the information to join the meeting. Do not share the information.
- If you do not have access to the internet, you may register by calling the Metro Council Clerk’s Office at 502-574-3902 during the same period of time listed above for registration, and you will be provided the information to call in for the meeting.

### **WHEN JOINING THE MEETING:**

- Each caller will be muted by default upon entry into the meeting. Each speaker will be able to unmute when called upon to speak, and may also choose to share his/her video at this time.
- Speakers will be asked to provide comment in the order of registration, and the speaker must be present in the virtual meeting when called upon to speak.
- The Chair will call on each speaker by name, at which point s/he will be given up to three (3) minutes to provide comments. Speakers will be muted at the end of the three (3) minutes.
- The use of inappropriate language or images will cause the speaker to be immediately removed from the meeting.

### **WHILE GIVING PUBLIC COMMENT:**

- Mute the other devices you're using to watch the Council meeting to avoid audio feedback.
- Using a headset/earbuds with a microphone, if available, during the meeting can be helpful to prevent feedback.
- As you begin, state your name and organization you represent (if applicable).
- Only one person can speak during the 3-minute comment period.
- Using speaking points can be helpful.
- Exit the meeting after making comments.

**NON-PARTICIPANTS SHOULD NOT JOIN THE MEETING:** Anyone that will not be participating in the meeting as a speaker should not join the meeting. Non-participants 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](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>.

**ACCESSING WEBEX EVENTS:** It is free for attendees to join the WebEx Event and they do not need a WebEx Event account. The WebEx Event can be accessed from computers, tablets, and smart phones, or speakers can call in on any telephone.