



City Council ONLINE PARTICIPATION Please Note the Following:

- In order to receive the Zoom meeting link to allow you to provide public comment or to testify online, you must email CityRecorder@lakeoswego.city by **Noon the day of the meeting.**
- You will be admitted into the Zoom meeting as an Attendee. Attendees can see and hear the meeting and presentations, but cannot be heard by others in the meeting until they are changed from "**Attendee**" to "**Panelist**" by the City Recorder during the public testimony portion of the meeting and specific agenda item.
- The Mayor will announce when it is time for public comment or testimony. To keep order in the meeting and during public hearings, please **wait your turn to speak until the Mayor calls upon you to testify.**

Quasi-Judicial Public Hearings:

- Individuals will have 5 minutes to testify. Recognized neighborhood associations, homeowners associations, government or government agencies, or other incorporated public interest organizations will have 10 minutes. Answering questions asked by members of the City Council will not count towards your time. The Mayor will alert you when your testimony time limit is up.
- If you would like to cede your time to another person, please email CityRecorder@lakeoswego.city by noon on the day of the meeting. Whoever is ceding their time must be present at the meeting either in person, by phone, or by computer and will be called upon prior to the person they are ceding their time to. No person's or other representative's testimony may be increased to greater than 10 minutes.

- If you plan to make a slide presentation, you will be responsible for displaying your presentation through screen sharing from your computer during your testimony and for controlling the presentation. To ensure your slides get into the record in case of any technical difficulties, please email a copy of the presentation to CityRecorder@lakeoswego.city by Noon on the day of the meeting.

Legislative Public Hearings:

- Individuals will have 3 minutes to testify. The Mayor will alert you when your testimony time limit is up.
- If you plan to make a slide presentation, you will be responsible for displaying your presentation through screen sharing from your computer during your testimony and for controlling the presentation. To ensure your slides get into the record in case of any technical difficulties, please email a copy of the presentation to CityRecorder@lakeoswego.city by Noon on the day of the meeting

If you are not able to electronically testify for any reason, e.g., inadequate or faulty internet connectivity, computer equipment, or operation thereof by yourself, City personnel, internet service providers, virtual meeting platform software, or other third parties involved in transmission and receipt of your oral testimony, **you are deemed to have waived your oral testimony.** You are strongly encouraged to also submit written testimony by noon on the day of the hearing to assure your comments are included in the record in case there are any technical difficulties during your oral testimony.

Please make sure you are logging into Zoom with the same name and email you originally used when requesting a link.