



TIPS FOR SPEAKING AT OR ATTENDING A CITY COUNCIL OR PLANNING COMMISSION MEETING

Whether speaking at or attending a meeting, we ask everyone to wear a **green shirt or t-shirt** if you have one. We also will have a couple of large signs for some to hold up during the meeting at the back of the council chamber room.

Note that you can wear “business casual” or casual clothing to these meetings. But you should not wear shorts, revealing t-shirts or other clothing normally worn at the beach.

SPEAKING TIPS

If this is your first time speaking at an Irvine City Council or Planning Commission meeting, here are a few simple tips:

1. **Write up what you want to say and use it as your script to read from when speaking.** Rehearse your speech and make sure it’s 3 minutes or less. (That’s how long each speaker is allowed to speak.)
2. **If you’re writing down your speech, consider formatting it into a formal letter** in which you can pass copies to each Councilmember or Planning Commission member. Be sure to make 5 copies for the City Council or Planning Commission members, plus 1 additional copy for the City Clerk. If you plan to refer to diagrams, printed articles or other documents, consider making copies (again 5 copies for the members + 1 extra copy).
3. **Note the time to show up at City Hall to speak.** Give yourself enough time to park the car when estimating the travel time to get there. You can meet in the City Hall lobby by looking for others wearing a green shirt. Or, ask the Information Desk for the location of the City Council or Planning Commission meeting.
4. **Check in at the entrance to the council chamber and ask to fill out a Speaker Card** from one of the Irvine city officials at the entrance. For the speaking subject, write “RSJ Golf Course.” If you have copies of your letter or handouts, give them to the City Clerk who will pass them on to the Council or Planning Commission members before you speak.
5. Wait for your name to be called to appear at the podium which will be in front of the council dais. There will be a microphone at the podium for you to speak into.
6. When speaking, be polite and try to be concise and to the point. Remember that you’re representing our community so making a professional appearance will go a long ways to impressing the Council or Planning Commission members with your viewpoint.

TIPS ON ATTENDING A MEETING

Follow the same tips above for speaking, plus these tips:

1. Once you enter the council chamber, you can sit in any empty chair in the audience section. If you’re unsure where to sit, ask one of the City officials manning the entrance to the meeting.
2. After each of our RSJ golf course speakers finishes, you may clap politely to show your support. But please no yelling or interrupting other speakers.