

REMEMBER...

- *Voicing your opinion to your local elected officials is an important part of ensuring that climate action planning is occurring in your community*
- *There are over a million residents in Contra Costa County. If just 1% of us chose to attend just one city council meeting, 10,000 voices would be heard!*

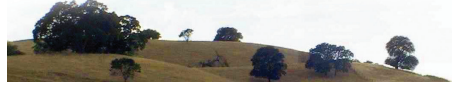


Never doubt that a small group of thoughtful, committed citizens can change the world. Indeed, it is the only thing that ever has.

- Margaret Mead

Reduce • Reuse • Respect

CONTRA COSTA COUNTY CLIMATE LEADERS



Thank you to our sponsors.



**Please contact us to join our team
or to get on our mailing list**

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www.cccclimateleaders.org



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Just One

*Imagine if everyone attended
just one city council meeting
per year...how different
local policy might look!*



*"Just because you don't take an
interest in politics doesn't mean that
politics won't take an interest in
you." – Pericles*



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Contra Costa County Climate Leaders
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HOW TO ATTEND A CITY COUNCIL MEETING

Before the meeting

- Check www.ccclimateleaders.org for a calendar of City Council Meeting agendas, dates, times and locations.
- Go to the city's website to confirm the date, time, and location. Review the agenda to see whether your topic is already on the agenda for that evening.
- If it is, you should make your presentation during that topic's discussion time.
- Otherwise, present during the Public Comment section.
- Before drafting a 3 minute presentation, refer to that city's local actions page at www.ccclimateleaders.org/localactions. It is always good to start with a brief acknowledgement and appreciation for what the city has already accomplished!
- Limit your presentation to 4 or 5 key points to support your argument, ask for only 2 or 3 action items, and end on a positive note.



REDUCE

During and after the meeting

- Arrive 10 minutes early.
- Check with the City Clerk to see whether they use speaker cards (to record your name, address, etc).
- If speaking on a matter that **IS** on the meeting agenda, speak only during its appointed time.
- If speaking on a matter that is **NOT** on the evening's agenda, utilize the Public Comment period near the beginning of the meeting.
- Speakers are called up to the podium, usually in the order in which speaker cards were received.
- If no card was required, raise your hand and approach the podium when there is a call for public comments.
- Since time is limited to three minutes, it is good to attend in a pair, so that you can each speak on separate aspects of the topic, complementing each others' comments.
- Present a brief summary about your organization and then focus on a specific topic or request.
- See www.ccclimateleaders.org for info on current climate action issues.
- It is important to attend, even if you aren't comfortable speaking. Just showing up, shows you are interested.
- When called to the podium after receiving recognition from the mayor:
 - ✓ *Step to the microphone.*
 - ✓ *State your full name and address for the record.*
 - ✓ *All remarks should be directed to the Mayor and the Council as a body-not to any particular councilmember.*
 - ✓ *Do not address the staff or members of the audience.*
- Applauding and other displays of approval or disapproval are inappropriate during City Council meetings.
- End with a specific request and a positive note.
- Council members may ask you clarifying questions after your speaking time is finished.
- If you are not familiar with program details, refer them to info@ccclimateleaders.org.
- In many jurisdictions, standard practice is for the council to listen without comment, as all items presented in Public Comment time are by definition not on the Agenda; therefore discussion of them by councilmembers violate the Brown Act.
- Follow-up with an email to your City Council members, restating your comments, thanking them for their consideration.



REUSE

RESPECT