



SPEAKING AT A CITY COUNCIL OR URBAN RENEWAL AGENCY MEETING

*Welcome to a Meeting of the City
Council or Urban Renewal Agency*

City Council and Urban Renewal Agency meetings are for City elected officials to deliberate and act on policy matters pertaining to City business. These meetings allow for the exchange of ideas with the public. The meeting will provide you with a better understanding of your City government. This brochure was created to help citizens prepare for speaking before the Council or Agency.

ABOUT THE CITY COUNCIL AND URBAN RENEWAL AGENCY

The City of Canby operates under the Council-Manager form of government. The Council sets policy and the City Administrator is in charge of the daily supervision of City affairs. The City Council is composed of a Mayor and six Councilors elected from the City at-large. The Mayor has a two-year term and Councilors have four-year terms. A Council President is selected every two years by the Council to perform the duties of Mayor in the absence of that officer. The Mayor may only vote to break a tie.

The Urban Renewal Agency is composed of all seven elected officials. Every two years a Chair and Vice are selected. All seven members may vote.

City Council meetings are held the first and third Wednesday of each month at 7:00 p.m. Urban Renewal Agency Meetings are held as needed. Meetings are held in the Council Chambers located at 222 NE 2nd Avenue, 1st. Floor.

GUIDELINES FOR PARTICIPATING AT A CITY COUNCIL OR URA MEETING

Public comment is welcome on a specific item on the Agenda and under the Citizen Input and Community Announcements section of the Agenda. Here's how to participate:

- Complete a yellow Citizen Comment Card. Comment Cards are located at the rear of the Chambers by the sign in sheet. Give your Comment Card to the City Recorder prior to the meeting. Please note on the card which item you want to address and print the request information clearly.
- When the Mayor or Chair calls your name, proceed to the speaker table and speak into the microphone. Begin speaking by stating your name and the City in which you reside into the record.
- Each speaker is given 3 minutes to speak.
- The timer at the dais will count down your allotted time to speak

Citizen Input and Community Announcements

These are sections of the Agenda at the beginning and end of the Council Meetings that provide an opportunity for citizens to speak and address the Council and Agency on matters not related to the Agenda.

Items on the Agenda

Citizens may speak on specific issues being heard by the City Council and Agency. When the Mayor or Chair address an Agenda item and asks if anyone wishes to be heard, you may speak either in favor, in opposition, or provide neutral comments. Remember to speak only on the subject being discussed.

Proceed to the Speaker Table

The Mayor and Chair will use the Citizen Comment Cards to call people to the speaker's table.

What do I say?

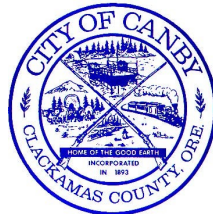
First state your name and the City where you reside. Then express your view or offer suggestions in a courteous and considerate manner. As a rule, the City Council and Agency does not carry on a dialogue with the speaker, but the Mayor or Chair may assign the City Administrator to review and respond to the comments. If necessary, the Mayor or Chair may ask the appropriate staff person to respond at the meeting, but keep in mind this is not a forum for public debate.

When addressing the City Council or Agency it is common to address them by title as Mayor, Chair, Councilor or Commissioner. Remember to direct all remarks and questions to the City Council and Agency through the Mayor or Chair. It is not appropriate to address the audience or the staff directly.

It is recommended that resolution of complaints be addressed through the appropriate City Department and the City Administrator before the matter is brought to the City Council or Agency.

Special Note

The City Council and Agency request all persons in attendance at meetings to avoid conduct that is unreasonably loud, disruptive or profane. Rude, slanderous or threatening remarks will not be permitted. Whistles, yelling, foot stomping, clapping or speaking out of order are also discouraged. Anyone doing so may be removed from the Council Chambers. Please place cell phones on silent.



CONTACT INFORMATION

Mayor Brian Hodson
hodsonb@canbyoregon.gov
503-263-5528

Council President Traci Hensley
hensleyt@canbyoregon.gov
503-263-5525

Councilor Christopher Bangs
bangsc@canbyoregon.gov
503-263-5524

Councilor Greg Parker
parkerg@canbyoregon.gov
503-263-5527

Councilor Sarah Spoon
spoons@canbyoregon.gov
503-263-5530

Councilor Jordan Tibbals
tibbalsj@canbyoregon.gov
503-263-5529

Councilor Shawn Varwig
varwigs@canbyoregon.gov
503-263-5526

City Administrator
Scott Archer
archers@canbyoregon.gov
503-263-0745

City of Canby
PO Box 930
Canby, OR 97013
503.266.4021