

## ARA-7.02 – Council Agenda Public Communications and Testimony

### A. Purpose

This rule outlines procedures to schedule a public communication, provide public testimony, and submit written testimony for agenda items.

### B. Public Communications

1. Public communications provide an opportunity for individuals to address Council on a subject of the requester's choosing for three minutes.
2. Public communications are not question and answer periods or time for conversations between the public and Council or staff.
3. Community members are encouraged to resolve issues directly by contacting the appropriate City department or Councilor for assistance before requesting a public communication.
4. Individuals must request their own public communication by signing up on the published Council agenda. The Council agenda is published by 9:00 a.m. on Friday the week before the meeting.
  - a. The Council Clerk provides an electronic process for the public to sign up for public communications. Information about this process is available on the [Council Clerk's webpage](#).
5. Public communications are considered confirmed when added to the agenda by the Council Clerk. The Council Clerk will include the names of confirmed public communications and their general subjects. Third-party names will not be published.
6. The requester will have three minutes to speak and may also submit written comments to the Council Clerk at the Council meeting.

7. The Council Clerk schedules up to five public communications for regular, non-recessed meetings.
8. Requesters are limited to one scheduled public communication per calendar month.
9. If a Council meeting is rescheduled, individuals with confirmed public communications will be rescheduled to the new meeting date. A rescheduled public communication shall be counted as a single public communication for the purposes of Subsection B.8.

### **C. Verbal Testimony on Agenda Items**

1. Testimony may be taken on the first reading of ordinances and resolutions. At the Presiding Officer's discretion, testimony may be taken on reports per Code Section 3.02.030.
  - a. The consent agenda is approved by a single unanimous vote without Council discussion. To pull an item from the consent agenda for discussion, email your name and the agenda item number to [councilclerk@portlandoregon.gov](mailto:councilclerk@portlandoregon.gov) before the start of the meeting.
2. Individuals who wish to provide public testimony on an agenda item must sign up in advance on the published agenda.
  - a. The Council Clerk provides an electronic process for the public to sign up for testimony. Information about this process is available on the [Council Clerk's webpage](#).
3. Individuals are typically called to testify in order of registration. The Council Clerk may adjust the testimony order on a case-by-case basis (for example, in response to an accommodation or schedule-related request, or other reason the Council Clerk deems appropriate).

### **D. Written Testimony on Agenda Items**

1. Written testimony is accepted on ordinances, resolutions, and reports.
2. Written testimony must be submitted electronically on the Council agenda or by mail to the Council Clerk. Written testimony is not accepted by email.

3. Unless otherwise stated during the meeting or on the agenda, written testimony will be added to the permanent record if received before Council votes on the agenda item. Written testimony is not read out loud during the meeting.
4. The Council Clerk may remove written testimony from its website and the public record before the record closes if the submission is unrelated to the agenda item. Written testimony is considered unrelated to an item if it does not reference the subject.

#### **E. Declaration Required by Lobbyists and Rules of Conduct at City Council Meetings**

1. Pursuant to Code Section 2.12.060, a lobbyist must declare, at the beginning of their testimony, which entity the lobbyist is authorized to represent. That disclosure is also required in any correspondence with City officials, including in written testimony.
2. Individuals providing a public communication or testimony must adhere to the Rules of Conduct at City Council meetings, Ejection and Exclusion in Code Section 3.02.060.

#### **F. Accessibility**

The City of Portland ensures meaningful access to Council meetings:

1. The Council Chambers are equipped with assisted listening devices.
2. Translation, interpretation, modifications, accommodations, alternative formats, auxiliary aids, or other services may be requested [online](#) or by phone at 503-823-4000, Relay Service: 711.

## **Auditor's Office Administrative Rule Information**

Questions about this administrative rule may be directed to the [Council Clerk's Office](#).

## **Auditor's Office Administrative Rule History**

Filed for inclusion in PPD September 30, 2004.

Amended rule adopted by City Auditor and filed in PPD September 12, 2006.

Amended rule adopted by Chief Deputy Auditor and filed in PPD October 19, 2006.

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Amended rule adopted by City Auditor and filed in PPD January 5, 2016.

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Amended by the City Auditor on November 26, 2024.

Amended by the City Auditor on November 26, 2025.