### Public Commentary:

# Prepping & Delivering

Delivering public comments is a powerful tool for informing policymakers and the public. This guide will help you prepare your remarks and engage effectively with decision-makers.

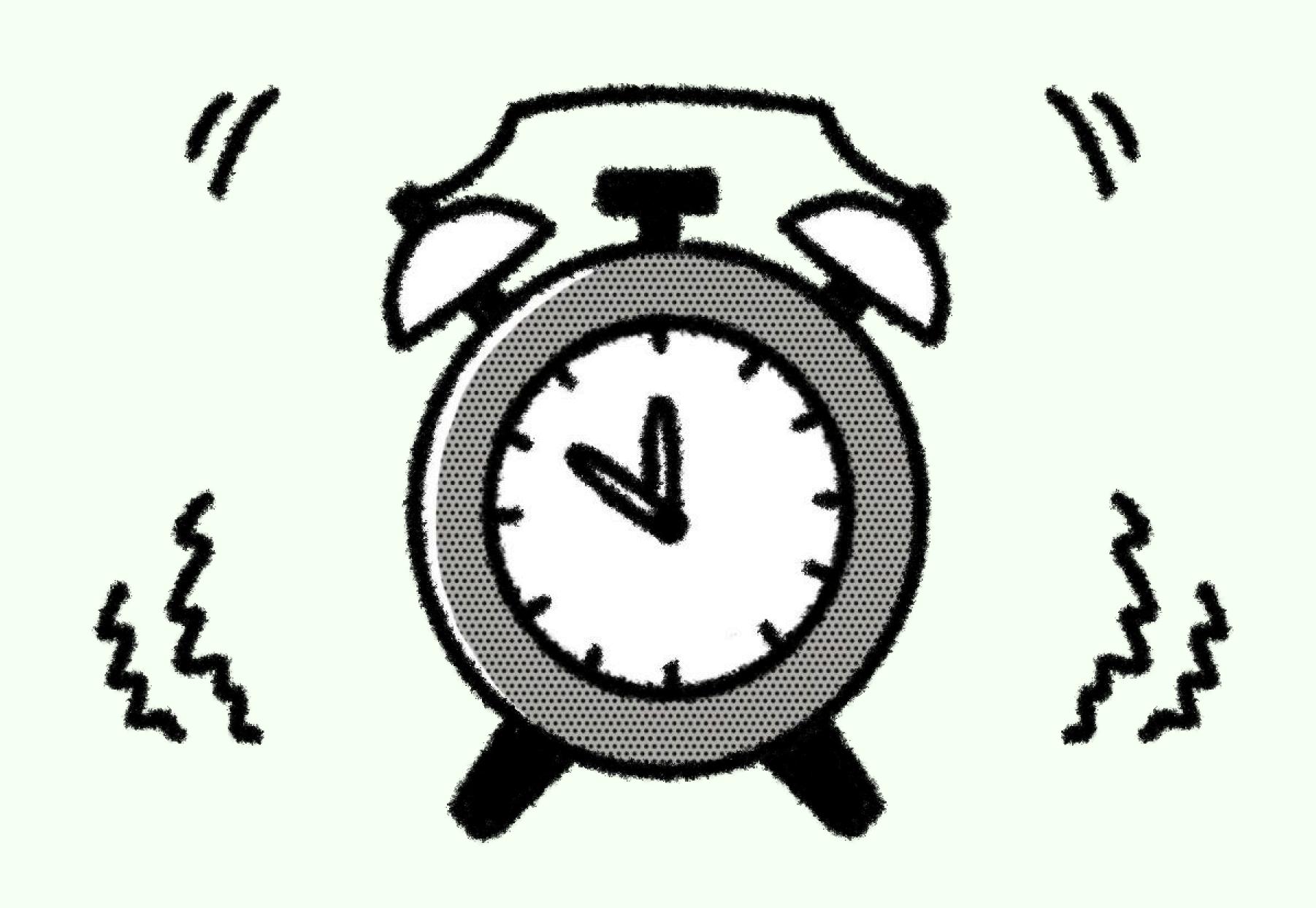


#### O1 Find the Right Governing Body

Research Local Issues: Research local policies and rules by checking local news sources or meeting agendas.

Learn About Governing Bodies: Review governing body charters and meeting agendas to identify those relevant to you.

Reach Out: Email a local government staffer to verify before attending public hearings.



## 02 When to Deliver Comments

Check Agendas: Make sure your issue is on the agenda. Reach out to ask an official to propose the topics for an agenda.

Public Comment Period: Check agendas for "public comment periods" to make sure there is an opportunity to speak.

#### 03 Draft Your Remarks

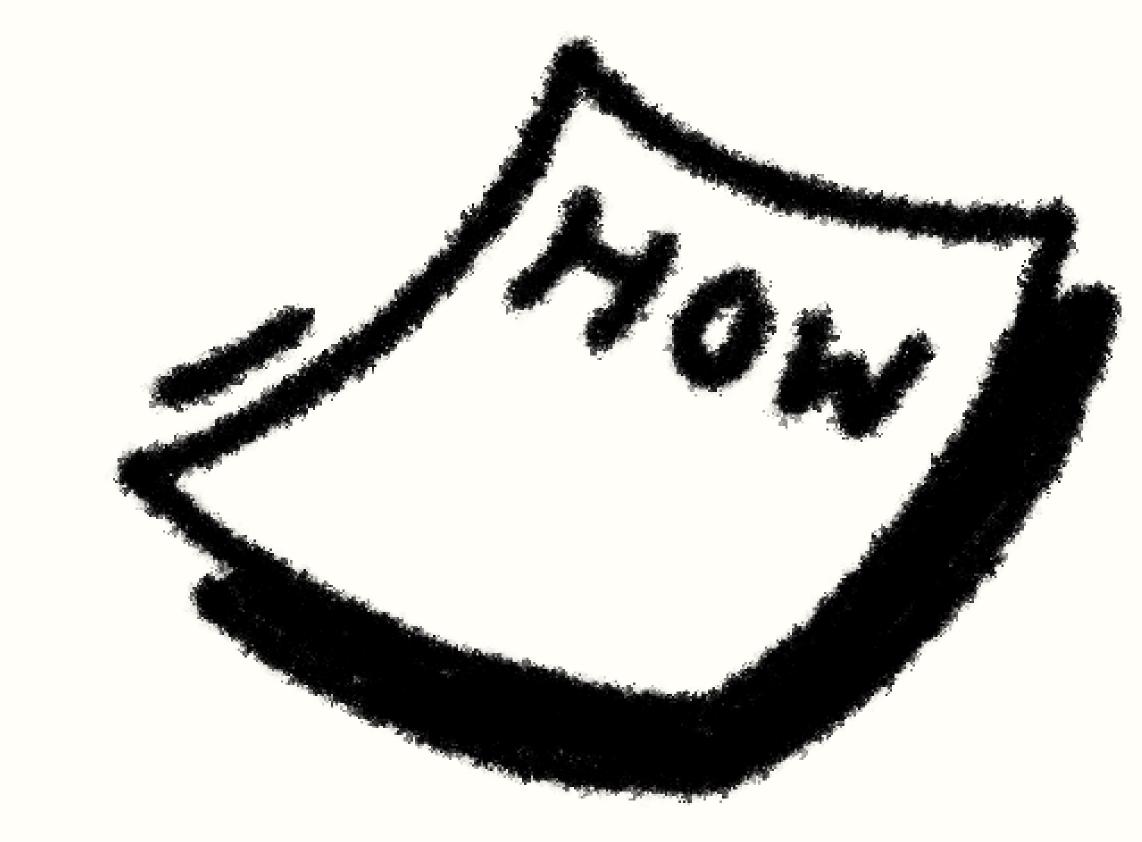
Be Concise: Aim for 1-2 minutes and focus on all key points.

Prescribe Action: Ask for clear and specific actions to be taken.

Personalize: Explain why the issue matters to you and your broader community.







#### O4 Bring Multiple Printed Copies

Leave Behind: Bring a printed copy of your remarks with your contact information.

## O5 Arrive Early & Plan to Stay

**Sign In:** Research the sign-up process and plan ahead. Arrive early to sign in if needed.

Stay for the Entire Meeting: Plan to stay for the entire duration, just in case public comment periods become extensive.

## O Be Respectful & Polite

Introduce Yourself: Begin with your name and thank the body for their time.

Stay Professional: Remain calm, always respectful, and focused on your message.

Pro Tip: Most people are nervous about public speaking. Your delivery does not have to be perfect. The more you step out to deliver public comments, the more comfortable this process will become.

#### TIPS FOR SUCCESS

- Be Brief and Focused: Don't overload your remarks with too much information, be direct and brief.
- → Stay Calm & Respectful: Your tone is as important as your message.
- Follow Up: Provide your contact information for further engagement, communication and relationship building.

#### RESOURCES

- -> WRITING EFFECTIVE COMMENTS
- 10 TIPS FOR PUBLIC SPEAKING
- -> IMPROVE YOUR PUBLIC SPEAKING
- TOASTMASTERS PUBLIC SPEAKING TIPS