



City of Merced City Council Meetings Citizen Participation Instructions

Members of the public shall have the opportunity to ask questions or to give comments at the time specific agenda items are considered. It is helpful if those wishing to address the Council/Authority submit a completed “Request to Speak” form at the beginning of the meeting or prior to the time the City Clerk calls for speakers by placing it in the drop box located on the wall inside of the Council Chamber.

Time Allotted to Speakers:*

Speakers will have 3 minutes (per speaker)** to speak and raise any issue within the subject matter jurisdiction of the City Council

Public Hearing: Applicants and Appellants – 15 minutes each (including rebuttal)

(The timer clocks, located behind Council and on the right and left-hand sides of the auditorium, indicate the speaker’s remaining allotted time.)*

*(** The Mayor may propose a further limit to the time available for all speakers at the discretion of the City Council, in order to accommodate as many speakers as possible.)*

Public Comment Caveat: The City Council may hear communications presented by citizens during Public Comment, but cannot take action on any request or comment that is not listed on the agenda.

Written Petitions and Communications: Any member of the public may submit a letter(s), written petition(s), or other form of writing raising any issue or item within the subject matter jurisdiction of the City Council during the "Written Petitions and Communications" section of the City Council's regular meeting agenda.

Placing Issues or Concerns on the City Council Agenda:

- Public Comment
- Written Petitions and Communications
- Contacting a Council Member to seek their support to sponsor the item

If a City Council Member wants the entire City Council to consider the issue or concern:

- The item will be scheduled for further discussion at least thirty (30) days later so that the City Council Member(s) can prepare to present their request.
- This request must be agreed with by at least one other Member of the City Council.

Reminders: Please speak within the allocated time limit.

Please contact the City Clerk’s Office (209-388-8650) with any questions.