

The Public Comment — Worksheet

Three minutes at a microphone, treated like a court filing you happen to read aloud: locate, ask, evidence, and a line built to be quoted.

The item

Agenda item / number

Which specific item are you addressing?

Meeting date

When is this meeting?

The member you most want this to reach

Name one person on the body — your focal point at the podium.

Draft your three minutes

1. Locate (~20 sec)

One sentence: who you are and which item you're addressing.

2. Ask (~20 sec)

The one specific action you want the body to take — something they can actually do under their own authority.

3. Evidence (~90 sec)

One concrete piece of evidence or personal experience. One specific story beats five vague claims.

4. Record (~30 sec)

A closing line built to be quoted — what should the record show if this is approved as-is?

The minutes before you stand up

Confirmed the item is still on tonight's agenda

Confirmed the time limit, with a cut version ready if it's shortened

Handed the clerk my written submission before comment opens

Picked the one member I'm aiming at

Practiced aloud, with a timer, at least twice today

The written submission

If you're speaking, submit the longer written version beforehand — it has no clock and carries the full argument the three minutes can't. Hand it to the clerk before public comment opens.