



# City Council Public Comment Procedures

## Signing Up for Meetings of the City Council

Any person planning to attend of a regular or Committee meeting of the City Council may sign up to speak under General Public Comment, plus up to two additional agenda items. General Public Comments are only available for regular City Council Meetings, not Committee Meetings. Sign-ups must be submitted before 4:00 PM on the day of a City Council Meeting or 3:30 PM on the day of a Committee Meeting on the Council's website: <https://www.cabq.gov/council/public-comments>. After completing the sign-up webform and clicking "Submit," a confirmation page will load and confirm the "Message Sent," and you will receive a confirmation email at the email address you provided.

The public comment sign up webforms go live when the meeting's agenda is published on the Friday afternoon before scheduled meeting.

Persons who cannot access the website may sign up in person at the City Council Offices or by telephone at 505-768-3100 so long as the sign up is completed before the cutoff.

## Virtual Participation

Virtual Attendees who have signed up to speak must sign-up with their first and last name and provide the name of their Zoom account, especially if it differs from their full name. Virtual Attendees who will be calling into the meeting using a telephone must provide the telephone number that they will be calling from when signing up. Correct names and phone numbers allow the Zoom Moderator to identify you and call on you when it's your turn to speak. Incorrect names or phone numbers will lead to not being called for comments, as the Virtual Attendee will be considered absent from the meeting.

If a Virtual Attendee is part of a larger group that will be joining virtually to provide public comments from the same location and/or same Zoom account or phone number, please notify the Council Technology and Logistics Specialist Garrett Cornelius at: [gcornelius@cabq.gov](mailto:gcornelius@cabq.gov) before the meeting to coordinate which speakers will be speaking from the location to ensure no one is inadvertently overlooked because they are not individually signed into the meeting.

## Meeting Time

Virtual Attendees can join the Zoom Webinar at the meeting start time. In-Person Attendees and Virtual Attendees can find the meeting location and Zoom link and phone number to join in their confirmation email and on the meetings agendas, which can be accessed on this webpage:

<https://cabq.legistar.com/Calendar.aspx>.

Upon joining the Zoom Webinar, all virtual attendees are categorized as an "Attendee" so they can observe the meeting. When the Council gets to General Public Comment or an Agenda Item that has public comment sign-ups, the Zoom Moderator will request through Zoom to "Promote to Panelist" those Virtual Attendees

who signed up for public comment on those items. Virtual Attendees must accept the Promotion to “Panelist” in order to be a meeting panelist and be able to turn on their video and microphone to provide public comment when their name is called. Once Promoted to Panelist, virtual attendees must keep the camera and microphone off until the attendee’s name is called to speak by the Zoom Moderator. When the Virtual Attendee has completed public comment, they will be returned to an Attendee of the Zoom Webinar where they can continue to observe the meeting. If the Virtual Attendee has signed up to speak for more than one item, the Zoom Moderator will again ask to “Promote to Panelist” when those items are heard.

## **Contact Information**

If you have questions or concerns leading up to the meeting or during the meeting, please contact:

Julian Moya, Council Technology and Logistics Specialist at [gcornelius@cabq.gov](mailto:gcornelius@cabq.gov)

\*Please note that during the meetings, staff are busy with other tasks, but will respond as soon as they are able to your questions and concerns.