

Overview on Public Testimony at Prosper Portland Board Meetings

Prosper Portland welcomes public testimony at its regular Board of Commissioners (Board) meetings to ensure that meaningful, timely and effective public participation helps guide successful implementation of agency policies, programs, and projects.

As provided for in the Portland City Charter, the Prosper Portland Board has the “authority to make orders, rules and regulations in the form of resolutions.” These resolutions can only be adopted by the Prosper Portland Board at a public meeting. Resolutions that are being considered by the Prosper Portland Board are open to oral public testimony during the meeting at the discretion of the Board Chair.

Generally, public testimony is invited from the audience prior to a vote (an exception might be when a hearing was held at a prior meeting). Written testimony can also be provided to the Prosper Portland Board at or in advance of a meeting.

To follow is an overview on how to prepare and provide public testimony.

- 1. Verify that the item you are interested in is on the agenda.** Meeting agendas are posted at least three days in advance of a regular meeting on the Prosper Portland website (www.prosperportland.us). An agenda is subject to change prior to, and even during a meeting, so when you arrive at the meeting, verify that the item you wish to testify about is on the final agenda. Every regular Prosper Portland Board meeting contains an agenda item for public testimony on matters that are *not* on the meeting agenda, and you may choose to testify during that time.
- 2. Become familiar with the proposed action.** In most instances, the meeting agenda posted on the Prosper Portland website will also have links to the documents associated with each agenda item, for example, the draft resolutions to be considered by the Prosper Portland Board and accompanying reports to explain the proposed action and its background in more detail. These materials can also be inspected in the Prosper Portland office prior to the meeting, and a copy can be made available before or during the meeting.
- 3. Presenting oral testimony to the Prosper Portland Board.** When you arrive at the meeting, fill out a testimony card available outside the meeting room and turn it in to the Prosper Portland Policy, who will be sitting at the front of the room. You will be asked to provide contact information and to identify and summarize the nature of your testimony.

- An example of the testimony card is at the end of this document.
- Staff will bring the filled-in card to the Board Chair. The Board Chair will determine the order in which attendees will be called upon to testify.
- Most public testimony is limited to three minutes. You should expect Prosper Portland staff to use a three-minute timer for a reference. Practice beforehand to make sure that you have enough time to discuss the points most important to you.
- When you are called to testify, proceed to the front of the room and sit at the table at a microphone facing the Prosper Portland Board. Move the microphone close to your mouth and speak directly into it so that you can be heard clearly.
- Begin your testimony by stating "For the record my name is _____ and my address is _____." Also, inform the Board if you are representing a group or organization.
- Address the Board members as "Commissioners."
- If you are speaking on a specific agenda item, it is helpful to begin by saying whether you support or oppose the item, and briefly explain why. You might prepare an outline so you do not need to read your testimony word for word.
- **If you require special accommodation in order to testify before the Board, please make your request to the Prosper Portland Board Recording Secretary at (503) 823-3224 at least 24 hours before the meeting.**

4. Providing written testimony to the Board.

- In advance of the meeting, address correspondence to:

Mail: Prosper Portland Board of Commissioners
 222 NW 5th Avenue
 Portland, OR 97209

Email: ProsperCommissioners@ProsperPortland.us

Fax: 503-865-3368

- Note that in order for written correspondence to be included with the meeting agenda packets that are provided to the Prosper Portland Board in advance of the meeting, it must be received at least seven (7) days in advance of a scheduled meeting.
- If it is less than seven days before the meeting, you may bring written testimony to the meeting itself. Please provide the Prosper Portland Board Recording Secretary (who is sitting at the front of the room) with eight (8) copies prior to the agenda item being discussed. If you are also providing oral testimony, you may give the copies to Recording Secretary when you are called up to testify.

- In your written testimony, clearly indicate the item on which you are commenting and state your name and address for the record.

If you have any additional questions about Board meetings or the Board meeting process, please contact the Prosper Portland Board Recording Secretary at 503-823-3224.

If you would like more information about how to participate in Prosper Portland projects, programs and activities check the Prosper Portland Website (www.prosperportland.us) and consider signing up for the “e-blast” distribution list. The public participation page is available at <https://prosperportland.us/get-involved/>.

Prosper Portland Board of Commissioners Meeting Public Testimony Card

Meeting Date: _____

Name: First _____ Last _____

Affiliation (e.g. company, organization, neighborhood): _____

Mailing or Email Address: _____

Identify and summarize the topic/nature of your testimony: _____

Submit completed card to Prosper Portland staff



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PORTLAND**
Building an Equitable Economy