

***Chicago City Council Public Comment Process for Meeting  
Conducted by Videoconference***



1. Call (312) 744-6800 and leave a voice message with your name and telephone number, **from 12:01 AM the Monday before the scheduled meeting (MONDAY, 7/18) until 8:00 AM on the day before the scheduled meeting (TUESDAY, 7/19**
2. After 10:00 AM on the day before the scheduled meeting, the Sergeant-at-Arms will compile a list of names and telephone numbers of those who wish to participate and assign each person a number. The order of participants will be determined by a random draw that the Sergeant-at-Arms conducts from the assigned numbers.
3. **Between 10:00 AM and 2:00 PM on the day before the scheduled meeting**, the Sergeant-at-Arms will contact each selected participant at the telephone number provided, and give them instructions to access the meeting, including a telephone number and passcode. **The Sergeant-at-Arms will only make one attempt to call the selected participant**; if there is no live response, the selection is forfeited, and the Sergeant-at-Arms will move on the next selected participant.
4. At 10:00 AM on the day of the meeting, **selected participants must call into the meeting from the telephone number they originally provided to the City** and wait to be called upon to speak.

\*The public comment period is 30 minutes overall, with each participant limited to three minutes, so there is no assurance that every person who calls will have the opportunity to speak.

***Submitting Written Comments***

Persons may also submit written comments, not to exceed two pages, to [public\\_comments@cityofchicago.org](mailto:public_comments@cityofchicago.org). **Written comments will be accepted from 8:00 AM to 9:00 AM on the day of the scheduled meeting**, will be available for aldermanic review during the meeting, and will be maintained by the City Clerk at the conclusion of the meeting in accordance with the Local Records Act and any other applicable laws.