## Quick tips for registering for public comment at a Cambridge City Hall Ordinance Meeting

1. Register online at <a href="https://www.cambridgema.gov/Departments/CityCouncil/PublicComment">https://www.cambridgema.gov/Departments/CityCouncil/PublicComment</a> SignUpForm

- 2. Registration opens a few days before the meeting you wish to attend.
- 3. You can register for in-person comment or for a Zoom spot.
- 4. Registering for comment takes 2-3 minutes.
- 5. When you sign up to register, you will be asked for an "Ordinance Number or an Agenda Item." You can simply write "Multi-Family Housing Zoning," you do not need an "Ordinance Number."
- 6. After registering, you will receive an email confirmation.
- 7. Depending on how many people register for comment, you will have between 1-3 minutes to speak.
- 8. You can read a pre-written statement or speak freely.
- 9. You can leave the meeting once you have spoken, or you can stay to hear all the comments.
- 10. You will receive an email telling you what number you are in line to speak, this ia general estimate, not always an exact number (this is for both in-person and Zoom).
- 11. Meetings start on time.

## If you register for Zoom, all the above points apply to you, AND...

You will receive a link to the meeting. This link will be sent to the email that you provided when you registered.

When the meeting starts, you will be "let into" the meeting, and you will be able to hear all other comments.

If you need assistance registering or have other questions, please email CAREHousingCambridge@gmail.com