



# Ogden City Council Presentation Guidelines

## **Overview**

The City Council is committed to reading and absorbing all of the information provided to them in preparation for meetings. The Council forms questions and/or concerns from the information they are given. The volume, complexity and sensitivity of this information require that presentations be concise, accurate, professional and understandable.

## **Presentations by the Public** (*Citizens, community groups, organizations, etc.*)

Anyone from the public may request or be invited to make a presentation during a City Council meeting. Individuals will be given ten (10) minutes to make a presentation, unless otherwise specified by the Council's Executive Director.

Requests to make a presentation during a City Council meeting will be considered as outlined below:

- A presentation request must be submitted in writing to the City Council office via email, fax or mail. Requests should include the topic of discussion, and the name, address, telephone number and email address of the individual wishing to make a presentation.
- Council Leadership will determine whether a request is approved to be placed on an agenda.
- The Council Executive Director will provide notification of whether or not a request has been approved.
- If approved, the presentation will be scheduled for a specific date. Topics not approved for presentations may be addressed during the public comments portion of a City Council

meeting where individuals are given three (3) minutes to address the Council.

The following will not be placed on the Council's agenda:

- Political candidates seeking a forum for their political platform
- Religious organizations or representatives seeking a forum for religious proselyting
- Individuals or organizations who have previously presented their issue to the Council
- Individuals or organizations whose sole purpose is to entertain
- Individuals or organizations seeking to criticize Administrative staff (such concerns should be discussed with the Mayor or Chief Administrative Officer).
- Presentations related to potential or pending litigation with the City

The three minute public comment period held each Council meeting may be used to address the Council on any issue or topic, including issues that may not be placed on an agenda.

## **Presentations by City Officials and Staff**

City officials and staff may use presentations to describe issues that are discussed and considered by the Council. These presentations are welcomed and can be helpful as materials are presented in a clear and concise manner.

## **Guidelines for Scheduled Presentations**

The following expectations are provided to help all those who provide information to the

Council and who make presentations at City Council, Redevelopment Agency and Municipal Building Authority meetings, work sessions or study sessions.

- Content in presentations should be easy to see. Everyone needs to be able to clearly see or read what is displayed on the screen, regardless of their location in the room.
- Electronic and overhead materials must be at least 24 point font size. The use of colors should be pleasing to the eye, and text colors should contrast with background colors to ensure clear visibility. (*Note that **not all** PowerPoint templates meet these requirements*)
- Key points or compelling images should be the main focus of a presentation. The amount of text used in a presentation should be limited and contain only central messages. No more than six lines of text should be presented at a time through electronic and overhead materials.
- All presentation materials must be provided to Council staff by the Thursday before a meeting, unless otherwise approved by the Council's Executive Director. This allows time for Council members to review this information in advance, for staff to preload electronic presentation materials and for presenters to test meeting room equipment to ensure legibility and full functionality.
- Requests to test room equipment and presentation materials may be sent to: [citycouncil@ogdencity.com](mailto:citycouncil@ogdencity.com). Equipment is to be tested no later than 2:00 p.m. on the day of the presentation. (*Note meeting room equipment only supports PowerPoint and PDF presentation formats. Presenters may contact Council staff*

*to learn which video and audio software is supported)*

- Presenters are to bring one hard copy of all overhead and presentation materials for the City Recorder's office so these can be included as part of the official meeting record.

### **Guidelines for Public Comments**

- Individuals participating in the public comment portion of a meeting may not use PowerPoint presentations, but printed overhead materials are appropriate. This is to improve the effectiveness of presentations and to avoid disruptions. Those wishing to provide a PowerPoint presentation may instead make a request to be on the agenda.

This aligns with Administrative Policy which requires I.T. approval before connecting any device to the City's system, and that electronic files loaded from an outside source onto City-owned equipment must first be scanned for viruses.