



# TESTIFYING AT A PUBLIC HEARING

## TIPS AND HINTS

### SCHEDULE:

**City Council**—First and Third Monday of each month at 7:00pm. When Monday is a designated holiday, Council will meet the following day. City Council occasionally holds Special Council Meetings that will be publicized accordingly.

**Planning and Zoning Commission**—Second and Fourth Tuesday of each month at 6:30pm.

**Nampa Development Corporation**—Fourth Tuesday of each month at 4:00pm.

### For More Information:

City Clerks Office  
468-5415

Planning and Zoning Dept.  
208-468-5484

[www.cityofnampa.us](http://www.cityofnampa.us)

[City Code](#)  
[10-2-8: Public Hearings](#)

**Citizens are encouraged to be active in city government. This is a basic introduction to make your experience at a public meeting effective and as efficient as possible.**

Public hearings are held in the Nampa City Hall Council Chambers, 411 3rd St South, in Nampa. All meetings adhere to state and local laws governing public meetings. All public meetings are advertised in Nampa's newspaper of record: The Idaho Press Tribune. [www.idahopress.com](http://www.idahopress.com)

### THE PROCESS

In order to conduct the hearing in an orderly manner, the Mayor or Chairman must recognize anyone wishing to speak or testify. The following procedures have been established for public hearings:

- \* Those wishing to testify should sign up at the door to the city council chambers.
- \* The public hearing will be opened at approximately 7:30pm for City Council and 7:00pm for Planning and Zoning.
- \* The applicant is given the opportunity to present their proposal and respond to questions from the Council or Board.
- \* City Staff will present a report on the item.
- \* City Council members may ask questions of the staff.
- \* Testimony will be taken in favor of and in opposition of the application. Please start your testimony with your full name and address.
- \* The applicant will be given the opportunity for rebuttal and summarization.
- \* Staff may present additional information and respond to questions.
- \* City Council or Commission members will discuss the issue and make a motion.
- \* City Council or Commission votes on the motion.

### TESTIMONY TIPS

Be brief and specific: Under city code, applicants have seven (7) minutes to present an item. Those giving testimony have three (3) minutes each. Please try not to repeat testimony given previously. Keep your testimony focused on your objective. Public officials appreciate specific, pertinent, well organized testimony that speaks directly to the matter at hand. If you have a large group being represented, you may want to choose one or two spokespeople.

Know the law: Officials won't make any decisions in violation of city or state codes.

Written Testimony: Written testimony is equal to oral testimony if you choose not to speak.

**Public Officials must balance all views, interests and proposals and serve the overall public good. Be prepared to compromise.**