

City of Kamloops Addressing Council

Council Etiquette

Kamloops City Council welcomes input from residents and encourages the public to offer comments in person on items they feel are very important.

Public Record - Please note that your name and address on written submissions and from your verbal comments will be recorded in the permanent public Council minutes. The proceedings may also be televised or recorded.

Helpful Etiquette Tips

Once you have been called up to speak, whether it be a Public Hearing, delegation, or Council Inquiry, a few rules of etiquette should be followed.

- Speak clearly and directly into the microphone at the podium so all can hear. Please note that Council meetings are on the Internet and filmed for local cable television.
- State your name and address for the public record before making comments.
- A high level of decorum is expected of delegates in attendance.
- Be aware that comments on some issues may be restricted by legal requirements or policy.
- Use written notes to stay on track. This allows for easy deletion if a point has been made by another speaker.
- Allow for extra time at the end of a presentation for a question and answer period.
- Try to relax and speak as if you are having a one-on-one discussion with the Mayor.
- Be specific and brief; comments are limited to the matter being considered.
- Direct comments to the Mayor, not to staff members or the gallery.
- Refrain from applause or other expressions of emotion. Outbursts, criticisms, and inappropriate language will not be tolerated.
- If you wish to leave after you have been heard by Mayor and Council, please do so in a quiet and orderly manner so as to not interrupt the proceedings.
- The following protocol is followed when addressing Council:
 - The Mayor is addressed as "Your Worship" or "Mayor (name)".
 - The Councillors are addressed as "Councillor (name)".
 - Staff are identified by their representative titles (e.g. Engineering Manager) or by their names (e.g. Mr. Smith).

