

DuPont City Council Meetings

Instructions for providing Public Comment / Public Hearing Testimony

The public can attend City Council meetings in person at DuPont City Hall (1700 Civic Dr., DuPont, WA) or virtually using the following links:

- YouTube.com: https://www.youtube.com/channel/UCI-nrLK1wNfpq3_CeNJw40A (viewing only).
- PCTV: <https://wa-piercecountytv2.civicplus.com/1306/DuPont-Live-Meetings> (viewing only).

To make public comment during a meeting or to provide public testimony during a public hearing, follow the instructions below:

	Public Comment at a meeting	Public Testimony during a Public Hearing
In person at City Hall (3 minutes)	The mayor or designee will call citizens individually to the lectern.	The mayor or designee will call citizens individually to the lectern.
Written Comments	Accepted until 3:00 PM the day prior to the scheduled meeting. Deliver in person or by mail to City Hall, attn. City Clerk, 1700 Civic Dr., DuPont, WA 98327. Deliver via email to the City Clerk at kmuir@dupontwa.gov .	Accepted until the close of the hearing . Deliver in person or by mail to City Hall, attn. City Clerk, 1700 Civic Dr., DuPont, WA 98327. Deliver via email to the City Clerk at kmuir@dupontwa.gov .
Virtually, remote via Zoom (3 minutes)	Request access from kmuir@dupontwa.gov no later than 10:00 AM on the meeting day. * Include caller's full name, phone number, email, and identify the agenda item(s) the caller wishes to speak about (Public Comment or New Business). Instructions and the link will be sent prior to the meeting to the email provided. (Requests for access directed to any City official or employee other than the City Clerk, shall be denied.)	Prior to the meeting , as a courtesy, email kmuir@dupontwa.gov to indicate the intention to speak during the public hearing. This allows the Clerk to call upon citizens during the correct part of the agenda. Using the Zoom link, Webinar ID, and Passcode published on the agenda, enter the meeting prior to the hearing. When called upon, state your name and address for the record.

Helpful tips:

- When commenting virtually, join the meeting a few minutes before the meeting begins. Depending on which agenda item(s) you requested to speak, the Clerk will admit you into the meeting and you will be called upon to make your comments. At that time, turn off the volume on all **other** devices except the Zoom meeting and when you are unmuted by the Clerk, please provide your comments.
- For the full details, please review Chapter 4.4 Public Comments, found at https://www.dupontwa.gov/DocumentCenter/View/7993/City-Council-Rules-of-Procedure_revised-06-09-2024.

***Special exception:** A request for Zoom access can be made after 10:00 A.M. on a meeting day **only** when an explanation of why the deadline of 10:00 A.M. could not be met. In these cases, the City Clerk or the Mayor may deny the late request at their discretion.