CITY COUNCIL Meeting

LIVE comments by phone

Sign up to speak

- Visit carlsbadca.gov/cityhall/clerk/meetings
- Sign up to speak by clicking on the link and fill out the online form

Get confirmation email

- You will get a confirmation email with instructions
- Make note of the meeting ID number. You'll need this when you call in

Call in

- Find a quiet spot with good reception
- Call the number provided no later than five minutes before the meeting starts
- You'll be placed on mute but can listen to the meeting by phone

Wait for your item

- Monitor the meeting by phone or via the livestream or city cable channel
- Listen for your item to be announced
- Speakers are typically called following the staff's presentation

Provide your comments

- When it's your turn to speak, the City Clerk will call out the last four digits of your phone number
- Please mute your TV or web stream
- You may then unmute your phone by pressing *6
- Proceed with introducing yourself and making your comments
- You will have three minutes unless otherwise stated. The City Clerk will let you know when your time is up
- When you're done you may hang up or continue listening to the meeting

Email option

If you prefer to provide written comments, email clerk@carlsbadca.gov. Written comments received by on hour prior to the meeting start time will be provided to the City Council before the meeting. All comments received prior to the start of your item will become part of the official meeting record.