

# How to Submit Testimony

HONOLULU CITY COUNCIL

Submitting testimony to the Council is the best way to share your mana'o and impact important decisions. All testimony is collected for use during the public hearing process, therefore all testimony is public information.

## Submit Written Testimony Online

- 1) Visit [www.honolulu.gov/ccl-testimony-form](http://www.honolulu.gov/ccl-testimony-form)
- 2) Include your **first and last name, phone number, and email address.**
- 3) Select the **appropriate meeting date and Council/Public Hearing Committee** which the measure will be heard in. The meeting calendar and agendas are provided on [www.honolulucitycouncil.org](http://www.honolulucitycouncil.org).
- 4) Enter the **Agenda Item**. This is the measure you wish to testify on (a bill or resolution number).
- 5) Select your **position** on the measure: **Support/Oppose/Comment.**
- 6) Indicate whether you are testifying as **yourself** or an **organization.**
- 7) Type in your written testimony or attach it as **.doc or .pdf.**
- 8) Review for accuracy, then **submit!**

## Submit Oral Testimony Online

Due to the COVID-19 pandemic, people may submit oral testimony remotely through the Zoom video conferencing platform.

- 1) A Zoom link and meeting number will be provided on the meeting agenda, posted six days before the Council meeting or Committee Hearing.
- 2) To register, visit [www.zoom.us](http://www.zoom.us), click "Join a Meeting," and enter the meeting ID number. You will be taken to a form where you can complete the registration process.
- 3) You, as a registrant, will receive an email that contains links and information on joining the meeting by either phone or video conference.
- 4) Remote testimony will be taken at the start of the agenda and then closed. Each speaker is allowed:
  - a. A **three-minute presentation** on Public Hearing, New Business, and Sunshined items; and
  - b. A **one-minute presentation** on all other items
- 5) If you are testifying through Zoom, you are strongly encouraged to register at least 24 hours before the start of the meeting.



### Best Practices

- You must testify on behalf of yourself, or on behalf of an organization.
- Speak from the heart. Share your personal reasons for why you are testifying and how the agenda item up for discussion impacts you.
- Come prepared with talking points that are clear, concise and right to the point of your goal.
- Time yourself presenting your oral testimony to ensure that you are speaking within the allotted time given!

### Testimony Template

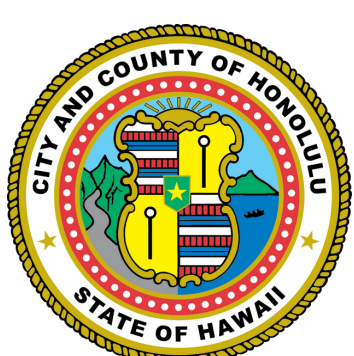
Dear Chair \_\_\_\_, Vice Chair \_\_\_\_,  
and members of the  
committee.

My name is \_\_\_\_ and I live in  
\_\_\_\_, and I am testifying today  
in support/opposition of  
(agenda item).

- *Clearly state your goal and desired outcome of supporting/opposing the measure*

Thank you for this opportunity  
to testify.

Your name  
Zip code



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#OurOahu