**HOW TO ATTEND A COUNCIL MEETING**

You can access all Council meetings and agendas [**by visiting this website**](https://richmondva.legistar.com/Calendar.aspx).

Remember, you can always attend council meetings in person or virtually. One of the best ways to stay informed and engaged is by attending Council meetings. I strongly encourage you to express your requests/concerns to all of Council and Administration, and you may do so in any of the following ways:

* Speaking in-person: To speak in person at the meeting, you simply need to attend the meeting and line up at the lectern when the public comment section begins. Please keep in mind that not all meetings have public comment sections (like work sessions, for example). Additionally, to discuss issues not on the agenda for the business meeting, you must schedule your appearance with the Office of the City Clerk no later than 10 AM on the date of the meeting. Each speaker is generally allotted three minutes to make their comments. For more details regarding in-person public comment, please visit [**Richmond City Council Meeting Guide | Richmond (rva.gov)**](https://www.rva.gov/office-city-clerk/richmond-city-council-meeting-guide).
* Speaking virtually at either meeting: To speak virtually at the meeting, you need to sign up by contacting the City Clerk's Office at (804) 646-7955 and selecting Option 3. Sign-ups must be received by 10 a.m. on the day of the meeting.
* Providing written comments: Written comments may be provided via email to CityClerksOffice@rva.gov and must be received by 10 a.m. on the day of the meeting. Just so you know – written comments received by the deadline will be provided to Council members before the meeting and will be included in the record of the meeting.