



## 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!

## 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 of/opposition to (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



[honolulucitycouncil.org/halehookele](http://honolulucitycouncil.org/halehookele)



### #OurCouncil #OurOahu



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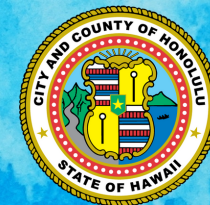
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(Revised 2022)

**Honolulu City Council**  
City and County of Honolulu  
530 South King Street, Room 202  
Honolulu, Hawai'i, 96813

# How to Submit Testimony



## HONOLULU CITY COUNCIL

## Your mana'o matters

Submitting testimony to the Council is the best way to share your \*mana'o and impact decisions.

Mana'o is interpreted as "thoughts" or "ideas" in 'Ōlelo Hawai'i.

**Accessibility assistance call  
City Clerk: 808-768-5822**



If you are testifying on multiple measures, you will need to fill out a separate form for each agenda item.

You are strongly encouraged to register at least 24 hours before the start of the meeting.

To view current or archived Council meetings, go to:  
**[honolulucitycouncil.org/meetings](http://honolulucitycouncil.org/meetings)**

## Submit Written & Oral Online Testimony

1) Visit : [hnldoc.ehawaii.gov/hnldoc/testimony](http://hnldoc.ehawaii.gov/hnldoc/testimony)

2) Select the upcoming meeting in which the measure you wish to testify on will be heard. (*Tip: You can use key words to search for the measure number*).

3) Fill out the form with your information and select the option of how you wish to provide your testimony:

- a. Written Testimony**
- b. Written and Oral Testimony**

4) Type in your written testimony or attach it as .doc or .pdf.

5) Review for accuracy, then submit!

If you registered to submit written and oral testimony, you will receive an email prior to the meeting, with instructions to join the virtual meeting. If you wish to submit oral testimony in-person please see the next page.

Each oral testifier is allowed:

- a. A three-minute presentation on Public Hearing, New Business items
- b. A one-minute presentation on all other items

## Submit Oral In-person Testimony

Oral testimony location:

### **Council Chamber, Third Floor**

Residents may submit oral testimony **(in-person)** but will be allowed in the Council Chamber only to present their testimony and must leave immediately thereafter.

Those wishing to testify are asked to register by 10 a.m. by filling out the registration form in person outside the Council Chamber.

Testifiers will wait in an orderly line, and be called by order of their registration into the Chamber when it is their turn.

Council support staff will be present to assist with the testifying process.

Each committee Chair may have different preferences in order when collecting remote and oral testimony. People can check the committee agenda for instruction.