

## Arlington County Tenant-Landlord Commission

### Public Comment Guidance

Approved on May 8, 2019

#### Overview –

The Tenant-Landlord Commission (TLC) welcomes public comment related to tenant-landlord issues. Individual speakers will be accorded three (3) minutes and speakers representing a group or organization five (5) minutes. At the discretion of the commission, time limits may be increased or decreased and the commission may limit the total time for public comment.

#### Advance Notice –

Organizations providing testimony on behalf of a landlord or tenant(s) shall provide the TLC with at least three (3) days' advance notice as to the nature of the complaint. If the organization intends to distribute documents to the TLC, the organization shall provide these documents to the TLC at least three (3) days before the TLC meeting. Individuals representing themselves are encouraged to comply with the three (3) days advance notice as well.

#### Interpreter –

If an interpreter is needed and the organization intends to distribute documents to the TLC, the organization shall translate the document(s) into the language for which an interpreter is needed.

#### Speaking Format –

To ensure that the TLC commissioners understand the public comment and are able to take appropriate action (i.e., make a recommendation or encourage the County to do something), please use the following format when presenting:

1. **Introduce Yourself** – Tell us who you are (i.e., your name, if you are a tenant, if you are a landlord, if you represent an organization, if you are representing someone else, etc.)
2. **Summarize Your Topic** – In a minute, try and briefly summarize the topic you are speaking about:
  - If you are a tenant with a grievance about your landlord, tell us where you live, what the issue is, how long it has been an issue, what steps have been taken to address it, and how you would like it resolved.
  - If you are recommending that the TLC do something specific, please summarize the issue/problem, why you think the TLC should address it, and how you would like it addressed/resolved.
  - If you are simply presenting information to the TLC, please summarize your point, explain why you think the TLC should know this, and how it may relate to other issues that may come or have come before the TLC.
3. **Tell the TLC What You Want Us to Do** – State what you would like to achieve and how the TLC might help in one or two sentences (i.e., you would like advice, you would like us to do something, you would like to provide us with information only, etc.)
4. **Provide Additional Detail** – In your remaining minute or two, please provide additional detail to ensure that the TLC fully understands your grievance, recommendation, or information.

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