

Case 19: What should Gia say in her two-minute comment?

Gia has two minutes to speak to the parks committee about the court lights, but her draft is three pages long.

On your own Read What happened and underline the sentence that says what item 4 proposes. About 4 minutes.



Gia and Mateo sit on a front stoop, each holding pages of notes.

Your role: You're the one holding the timer and listening for the request. **New skill:** Fit a request to the body's remit and time limit.

What happened

It is Tuesday, 5:40 p.m. The parks committee meets at 6. Item 4 on its agenda is a proposal to turn off the park's court lights at 8 p.m. The reason given is complaints about evening noise from nearby residents.

Gia, 21, wants to speak against item 4. It is her first time speaking at a public meeting. Each speaker gets two minutes. On Monday night, Gia wrote a three-page draft. When she reads page one out loud, it takes two minutes and forty seconds.

Mateo, 22, is timing her from a bench. He follows every word, but he cannot tell what she wants the committee to do. The draft also mentions a friend's private situation, and page two is about the bus. Everything Gia says will become part of the public record, along with her name.

Your question: What should Gia keep in her two-minute comment, and what should she cut?

Key terms

On your own Read each key term and its example, then write your first guess in the box. About 4 minutes.

Agenda item An agenda item is one topic listed on a meeting's official schedule of business.

En español: punto del orden del día

In this case: Item 4, "Evening court hours," proposes turning off the court lights at 8:00 p.m. Its action is a committee recommendation to the full council.

Remit A remit is the set of matters that a committee or other body is responsible for and can act on.

En español: competencia

In this case: The parks committee can recommend court hours. It cannot change bus routes, so page two of Gia's draft belongs with a different body.

Public record A public record is information a government keeps that anyone can ask to see, such as meeting comments.

En español: registro público

In this case: Comments and speakers' names become part of the public record. That is why Gia leaves her friend's private situation out of her comment.

Who is involved



Gia

Speaking at a public meeting for the first time

"I timed page one out loud. Two minutes forty. There are three pages."



Mateo

Timing Gia's practice run from a bench

"I followed all of it. I still couldn't tell you what she wants them to do."

Before you look at the evidence, what do you think Gia should say in her two minutes?

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

Reading passage

Two minutes, one ask

On your own Read the passage. At each Stop and think box, pause and answer the question in your head or with a partner. About 5 minutes.

Words to know

- **Agenda item:** An agenda item is one topic listed on a meeting's official schedule of business.
- **Remit:** A remit is the set of matters that a committee or other body is responsible for and can act on.
- **Public record:** A public record is information a government keeps that anyone can ask to see, such as meeting comments.
- **Proposal:** A proposal is a change that someone suggests and that has not been approved yet.
- **Decision-maker:** A decision-maker is the person or group with the power to make a particular choice.

The story: The first time at the microphone

Gia, 21, has spent her life in Fort Greene, and the park is part of her week. On Tuesday, the parks committee meets at 6 p.m. Item 4 on its agenda proposes turning off the court lights and closing the lighted courts at 8 p.m., citing complaints about evening noise from nearby residents. The agenda lists the action as a committee recommendation to the full council. Gia wants to speak against it. She has never spoken at a public meeting before.

The rules give her two minutes. Speakers sign up by 5 p.m., written comments may be submitted in advance and comments and names become part of the public record. At 5:40, Gia reads her draft aloud on a bench while Mateo, 22, times her. The draft runs three pages, and page one alone takes two minutes and forty seconds. It also contains a friend's private situation and a page about the bus.

Mateo's feedback is precise without being a rewrite. He followed every word and still cannot say what she wants the committee to do. His question is the most useful editing tool in the case. If the committee remembers one sentence, what is it? That sentence goes first.

Your role is to hold the timer and listen for the request.

 **Stop and think.** Why does Mateo's one-sentence question work better than line edits?

Matching a request to a body

An **agenda item** is one topic listed on a meeting’s official schedule of business. A **remit** is the set of matters that a committee or other body is responsible for and can act on. The two concepts define what Gia can usefully ask. Item 4 concerns lighting and closing time. The committee’s remit includes recommending court hours. It does not include buses. Her draft’s central plea, “Please don’t close the park,” misstates the item, since no one has proposed closing the park.

The new skill is fitting a request to the body’s remit and time limit, and it assembles earlier skills. Case 4 introduced the **proposal**, a change that someone suggests and that has not been approved yet, and the **decision-maker**, the person or group with the power to make a particular choice. Here the chain has two links. The committee recommends, and the full council decides. Case 10 taught you to route a problem to the office responsible, which is why the bus page belongs with a transit office rather than this committee.

A strong two-minute comment does four jobs. It names the agenda item, reports an observation, explains why it matters and makes one request. Gia’s revised comment does exactly that. It names item 4. It reports that she counted twenty or thirty people on the courts between 8 and 9. It notes that many of them work late. And it asks for lights until 9 on weekdays this summer. The request also engages the resident who wrote that late noise carries into their apartment and that their kids have school in the morning. Asking for 9 rather than no change gives the committee a middle path that answers both concerns in part.

The final cut is ethical. A **public record** is information a government keeps that anyone can ask to see, such as meeting comments. Everything Gia says will be attached to her name and kept. Her friend’s situation belongs to her friend, so it comes out.

 **Stop and think.** How does asking for 9 p.m. instead of no change affect the committee’s choices?

Research and real practice

Rules differ by body. Seattle City Council accepts spoken comment in person or by phone and written comment by email, with up to two minutes per speaker (Seattle City Council, no date listed). That is one city’s process, not a rule for every council. Research raises a harder question about who shows up. A study of meeting minutes found that local commenters often do not reflect the whole community (Einstein, Palmer and Glick, *Perspectives on Politics*, October 14, 2018). Other peer-reviewed work examines whether and how public comment connects to policy outcomes (Sahn, *American Journal of Political Science*, August 31, 2024).

Young people are using the process well. Philadelphia students testified at board meetings about school closures, drawing on district data (Chalkbeat Philadelphia, April 3, 2026).

Research and real practice, continued

Journalists hold a related privacy standard. The SPJ code says “private people have a greater right to control information about themselves than public figures” (SPJ Code of Ethics, September 6, 2014). Gia applies that principle to her friend.

?

Stop and think. The research shows commenters often do not reflect the whole community. What does that suggest about who should speak?

Sources

Real source | Seattle City Council | No date listed
Public Comment

Real source | Perspectives on Politics (Einstein, Palmer & Glick) | October 14, 2018
Who Participates in Local Government? Evidence from Meeting Minutes

Real source | American Journal of Political Science (Sahn) | August 31, 2024
Public comment and public policy

Real source | Chalkbeat Philadelphia | April 3, 2026
‘Not what democracy is all about’: Philly students slam school leaders’ approach to school closures

Real source | Society of Professional Journalists (SPJ) | 2014
SPJ Code of Ethics

Notes

Look at the evidence

On your own Read each document and write what it shows and what it leaves out. About 6 minutes.

Evidence A | Meeting agenda

Item 4 on the parks committee agenda

Item 4. Evening court hours. Proposal to turn off the court lights and close the lighted courts at 8:00 p.m. Background: complaints about evening noise from nearby residents. Action: committee recommendation to the full council.

Look closely: Circle the item number, the proposed time and the action.

What it shows

What it leaves out

Evidence B | Comment rules

How to comment at the meeting

Sign up to speak by 5:00 p.m. on the day of the meeting. Each speaker has 2 minutes. Written comments may be submitted before the meeting. Comments and speakers' names become part of the public record.

Look closely: Underline the deadline, the time limit and what becomes public.

What it shows

What it leaves out

Look at the evidence, continued

Evidence C | Draft

Gia’s three-page draft (excerpt)

“The park is really important to everyone and closing it is a terrible idea. I go there all the time with my friends... You guys never listen to young people. Please don’t close the park.”

Look closely: Find the request. Does it match what item 4 proposes?

What it shows

What it leaves out

Evidence D | Written comment

A comment from a nearby resident

The courts are good for the neighborhood, but the noise late in the evening carries into our apartment. We have kids with school in the morning.

Look closely: What does this resident like, and what is the problem?

What it shows

What it leaves out

What is still missing from the evidence?

Key idea: remit

On your own Read the key idea and the code of ethics, then answer the question in the box. About 8 minutes.

A **remit** is the set of matters that a committee or other body is responsible for and can act on. The parks committee can make a recommendation about court hours. It cannot change bus routes. That is why Gia's comment should ask for something the parks committee can do.

An **agenda item** is one topic listed on a meeting's official schedule of business. Each committee, council or board sets its own rules for who can speak, when and for how long. Seattle City Council is one real example. Its public comment page describes speaking in person or by phone and signing up before the meeting. Each speaker gets up to two minutes, and written comments can be sent by email.

A short comment can do four jobs. It names the agenda item, shares something the speaker observed, says why it matters and ends with a clear request. Before adding personal details, check whether comments become public. A **public record** is information a government keeps that anyone can ask to see, such as meeting comments. At Gia's meeting, comments and speakers' names become part of the public record.

Professional standards

Real source | American Society for Public Administration (ASPA)

ASPA Code of Ethics: 3. Promote democratic participation

"Inform the public and encourage active engagement in governance. Be open, transparent and responsive, and respect and assist all persons in their dealings with public organizations."

In plain words: ASPA's code asks people in public service to make it easy for every affected person to take part in decisions.

Question: The instructions allow written comments in advance. How does that help court users who cannot come at 6 p.m.?

Your answer

Written comments ____, but ____.

'Not what democracy is all about': Philly students slam school leaders' approach to school closures

Students testified at board meetings and used district data, real public comment with a clear destination.



How a Newark student coalition is using its own research to press for change in schools

Teens brought evidence and specific requests to their school board, the formula this case teaches.

This image shows a single sheet of white paper with horizontal blue lines, resembling notebook paper. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

Sort the evidence

On your own Follow a comment from the speaker to the final decision and fill in each box. About 6 minutes.

Follow a comment from the speaker to the final decision. Which body hears it, which body decides, and whose concerns reach the room?

Turn off the court lights at 8 p.m.?

Who decides

Full council: takes the final action

Under which rule

Who lives with it

Your way in

Whose perspective is missing?

Whose view is missing from these documents? What would you ask them?

The view that is missing is _____. I would ask _____.

Practice: choose a response

On your own Choose the best opening sentence, explain why and fix the two marked phrases. About 5 minutes.

Gia has two minutes on item 4. Which opening sentence gives the committee the most to work with?

- ☐ A “The park is really important to everyone, and closing it is a terrible idea.”
- ☐ B “Good evening. I’m Gia, and I’m commenting on item 4, the proposal to turn off the court lights at 8 p.m.”
- ☐ C “You guys never listen to young people, so I hope tonight is different.”

Why I chose it

Improve a draft

A student’s first draft

Hi, my name is Gia and I have lived in this neighborhood my whole life. The park is really important to everyone and closing it is a terrible idea. I go there all the time with my friends and it’s one of the only free things to do around here. My friend works late and this is the only time she can play and **1** she’s been going through a lot at home. You guys never listen to young people. **2** Please don’t close the park.

Rewrite each marked phrase so it says only what the evidence supports.

Rewrite phrase 1

Rewrite phrase 2

Grades 11–12

Your task

On your own Read the steps and fill in the planner boxes before you start your draft. About 15 minutes.

Find a real upcoming local meeting agenda with an adult, choose an item and write a comment you could submit (submitting is optional).

Use: A real local agenda plus the Seattle page as a model of comment rules.

You'll make: Written comment (200–250 words) plus a 100-word process note

Time: 60 minutes

- 1 Open the website of your city council, school board or parks board with a trusted adult.
- 2 Find the next meeting agenda and choose one item that affects you.
- 3 Fill in the planner: the body, the item, the action and the comment rules.
- 4 Decide whether this body can act on your request. If not, name the body that can.
- 5 Write a comment of 200 to 250 words on the Your draft page.
- 6 Write a process note of about 100 words that names your next step.
- 7 Leave out addresses, phone numbers and anyone else's private story.



Prefer typing? Scan to open the online workspace.

The body, the item and the action

The comment rules

Can this body act on my request?

[illegible]

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

On your own Write your draft in the boxes, using your planner from the page before. About 20 minutes.

[illegible]

Process note, about 100 words, continued

[illegible]

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

Check your work

On your own Answer the Check your work questions, mark your level in each rubric row and write one change you made. About 6 minutes.

Does your comment name the body, the item and the action?	☐ Yes	☐ No
Does it make one specific request the body can act on?	☐ Yes	☐ No
Does your process note name the next body or step?	☐ Yes	☐ No
Did you leave out addresses, phone numbers and other people’s private stories?	☐ Yes	☐ No

How your work is scored

Mark one box in each row.

Skill	Beginning	Developing	Proficient	Advanced
Evidence	☐ No facts.	☐ General claim about importance.	☐ One specific observation tied to the item.	☐ Observation plus acknowledgment of another perspective.
Reasoning	☐ Attacks the body.	☐ States a feeling only.	☐ Explains why the change matters.	☐ Weighs the concern and offers a middle path.
Audience & purpose	☐ Wrong body or no request.	☐ Request is vague.	☐ Names the item and a specific request.	☐ Request fits the body’s remit and includes a follow-up.
Revision	☐ No change.	☐ Shortens only.	☐ Removes private details and adds a request.	☐ Explains each cut in terms of time, privacy and purpose.

One change I made after feedback

This image shows a single page of white paper with horizontal blue lines, resembling notebook paper. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Questions to discuss

On your own Write a short answer to each question, then complete the sentence frames. About 8 minutes.

- 1** The parks committee cannot fix the bus problem. Who should get that question instead?

- 2** How could Gia's comment respond to the resident's concern about noise?

- 3** What does Gia get from speaking, even if the committee recommends turning off the lights?

- 4** Court users who work late may miss a 6 p.m. meeting. How could their views reach the committee?

My take

My claim: ____.

My take, continued

The best evidence is ____, because ____.

Someone who disagrees might say ____.

The limit of the evidence is ____.

I would change my mind if ____.

Notes

Talk about this case at home

Case 19: What should Gia say in her two-minute comment?

In this case, Gia gets two minutes at a parks committee meeting to speak about a plan to turn off the court lights. Your student helped cut her three-page draft into a short comment with one clear request.

Questions to talk about

- 1 Who makes decisions about parks and other public spaces in a town or city?
- 2 What makes a short request easy for a listener to remember?
- 3 Why might someone leave a friend's story out of a public comment?

Nobody needs to share personal stories or private information to talk about this case.



See the case online.