

PUBLIC PARTICIPATION GUIDELINES

Welcome to the Bonners Ferry City Council Meeting.

Regularly scheduled City Council meetings are open to the general public. City Council meetings are also available on Zoom. Please be aware that the meeting agenda could differ from the published version if amendments to the agenda are made by the Council during the meeting.

The Council encourages public input. While a general public comment option is not required by Idaho law, the Bonners Ferry City Council welcomes general public input as part of regular City Council meetings. Citizens are also always welcome to contact council members via e-mail or through the comment section provided on the City website. The Council is committed to an atmosphere that promotes equal opportunity to be heard, civility, mutual respect, proper decorum and freedom from discrimination or harassment. The Council will generally not answer questions or engage in a dialogue with commenters, but may follow up on comments at a later date or future agenda.

Those who wish to address City Council during the council meetings are encouraged to adhere to the guidelines below.

Public Comment Guidelines:

Speakers are encouraged to:

- State their name and city of residence.
- Focus comments on matters within the purview of the City Council.
- Limit comments to three (3) minutes or less.
- Those who wish to speak should sign up on the sheet provided by the Clerk.
- Practice civility and courtesy.
- City leaders have the right and the responsibility to maintain order and decorum during the meeting.
- Time may be curtailed for those speakers whose comments are disruptive in nature.
- Refrain from comments on issues involving matters currently pending before the City's Planning and Zoning Commission or other matters that require legal due process, including public hearings, City enforcement actions, and pending City personnel disciplinary matters.
- Comments that pertain to activities or performance of individual City employees should be shared directly with the employee's supervisor or with the Mayor and should not be the subject of public comment.

Public Hearing Guidelines:

In-person Comment. Because public hearings must follow various procedures required by law, please wait to offer your comments until comment is invited/indicated. Please address comments directly to the Council and try to limit them to three (3) minutes.

Written Comment. The public may provide written comments via postal mail sent to City Hall or via email sent to the City Clerk at dgarcia@bonnersferryid.gov. Comments will be distributed to the members of the Council and become a part of the official public hearing record. Written testimony must be received no later than forty-eight (48) hours prior to the date of the hearing to ensure inclusion in the permanent City record.

Remote Comment. When available, the public may provide live testimony remotely via the Zoom meeting platform using a phone or a computer. Those desiring public hearing access may find the

Zoom information on the agenda for the hearing or by contacting the Clerk's Office no later than twenty-four (24) hours prior to the date of the hearing so log-in information can be sent prior to the meeting. Please indicate which public hearing the testimony is intended for on the agenda.

If communication aids, services, or other physical accommodations are needed to facilitate participation or access for this meeting, please contact the City Clerk at (208) 267-3105 not less than 48 hours prior to the meeting. The City will help accommodate special needs wherever possible.