

**CITY OF CORONA
COUNCIL AND COMMISSION MEETINGS**

**REGULATIONS FOR PUBLIC ATTENDANCE AND COMMENT
DURING COVID-19 DECLARED EMERGENCY**

(PURSUANT TO RESOLUTION 2020-011)
(UPDATED: 12-11-20)

PUBLIC VIEWING FROM HOME IS REQUIRED

As authorized by the Governor's Order, City Hall and the meeting chambers will not be open to the public during meetings. Members of the public will need to observe the meeting via the following live-streaming options:

[City's Website](#)

[Facebook](#)

[YouTube Channel](#)

Members of the legislative body, employees, consultants or others involved in the meeting at the request of the City may be present in the meeting chambers or may participate either through an appropriate telephonic or video feed established by the City.

WRITTEN PUBLIC COMMENTS

Community members who desire to submit a written general public comment or a written comment on a specific agenda item can submit them via the following e-mail:

WrittenPublicComments@CoronaCA.gov

DEADLINE FOR SUBMISSION: All written email comments must be submitted at least thirty (30) minutes before the scheduled meeting time on the day of the meeting in order to be read aloud or, as discussed below, orally acknowledged and summarized at the meeting. Any comments received after this deadline and before the meeting has been adjourned will be maintained in the City Clerks files along with the minutes of the meeting.

WORD LIMITATION: Please limit your comments to an amount that can be reasonably read within a three (3) minute time period. The presiding officer may direct that the reading end at three (3) minutes. Any comments which are not read in their entirety due to this three (3) minute time limitation will be maintained in the City Clerks files along with the minutes of the meeting.

ORAL PUBLIC COMMENTS

Community members who desire to submit an oral general public comment or an oral comment on a specific agenda item can submit your request to speak via the following e-mail:

OralPublicComments@CoronaCA.gov

REQUEST FORMAT: A separate request to speak must be submitted for each agenda item. Please note the agenda item number in the "subject" line of your email. Please also provide the telephone number that you will be using, as the City Clerk may need to use it to identify you in the telephone queue.

DEADLINE FOR SUBMISSION: All requests to speak must be submitted before the conclusion of the public participation portion of each agenda item. The presiding officer will orally announce the deadline for each item after the item is called for consideration. Please note that a single deadline may be established for items considered in one motion, such as items on the consent calendar. Since the live-stream feed of the meetings is on delay, the presiding officer will give advance notice of at least one (1) minute before the deadline. Any request to speak received after this deadline and before the meeting has been adjourned will not be honored but the request will be maintained in the City Clerks files along with the minutes of the meeting.

PROCESS: Once a request is received, the City Clerk will email you the telephone number and additional instructions to dial into the meeting. At this time, we plan to use a Zoom connection for this purpose. You must call in before the deadline discussed above - preferably well in advance of that time.

TIME LIMITATION: All oral comments will be subject to the standard three (3) minute time limit. The presiding officer may direct that the audio feed be muted at the end of the three (3) minute limit.

PRESIDING OFFICER DISCRETION: If unique circumstances present themselves, the presiding officer shall have the authority, with the concurrence of a majority of the legislative body in attendance, to reasonably alter these regulations in an effort to effectuate the orderly conduct of the meeting and to promote public participation. Such measures may include, but are not limited to, expanding or reducing the City's traditional three (3) minute public comment time limit and/or directing that the written public comments be orally acknowledged and summarized rather than read in their entirety.