



# MEETING PARTICIPATION GUIDE



## WELCOME

Thank you for your interest in participating in Glendora public meetings. Presentations and other materials related to agenda items are available on the City's website at [cityofglendora.gov/citymeetings](https://cityofglendora.gov/citymeetings).

## REMOTELY VIEWING MEETINGS

If you wish to remotely view the meeting you may access the live meeting video via the City's website at [cityofglendora.gov/citymeetings](https://cityofglendora.gov/citymeetings).

## PROVIDING PUBLIC COMMENT

### 1. IN-PERSON

Fill out a Public Comment Card, return card to Recording Admin, and wait for your name to be called. When your name is called, step up to the podium, state your name, and begin. Please note that any person requesting to speak shall be limited to three (3) minutes, speaking once, on both on- and off- agenda items, unless such time period is extended subject to a motion and approval by the majority of the governing body (*Resolution CC 2024-36*).

### 2. EMAIL

Public comment emails may be sent to [publiccomment@cityofglendora.org](mailto:publiccomment@cityofglendora.org) with the subject line containing the name of the governing body, meeting date, and agenda item number and/or brief description.

### 3. MAIL

Public comment may be mailed to *116 E Foothill Blvd, Glendora, ATTN: City Clerk Department*. In the letter, please include the name of the governing body, meeting date, and agenda item and/or brief description.

## PUBLIC COMMENT SUBMISSIONS

Public comments received before 5 PM each day leading up to the meeting (weekends and holidays excluded) will be added to the associated Agenda Packet under supplemental documents and delivered electronically to the governing body.

Public comments received before 5 PM on the date of the meeting will be added to the associated Agenda Packet and delivered electronically to the governing body with hardcopies made available at the in-person meeting.

Public comments received after 5 PM on the date of the meeting will be considered late correspondence and incorporated into the meeting minute record and will no longer be read into the record.

## MEETING LINKS

### MEETINGS PAGE

[cityofglendora.gov/citymeetings](https://cityofglendora.gov/citymeetings)

### YOUTUBE

[YouTube.com/cityofglendoraca](https://YouTube.com/cityofglendoraca)