



CITY POLICIES

City of Banning

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| ADOPTION DATE 2/11/2025 | GENERAL POLICIES | POLICY NO. |
| APPROVED BY City Council | POLICY TITLE Remote Public Participation Policy | AMENDMENT DATE N/A |

Remote Public Participation Policy

- Remote Public Participation in the Legislative Bodies' meetings will be provided by the City of Banning using the Zoom platform.
- Before joining the Legislative Body Meeting on a computer, tablet, or smartphone, please download the Zoom app. Please ensure the *latest version* of Zoom is installed on your device.
- Log into the meeting or video conference a few minutes before the scheduled start of the meeting to ensure you can resolve any technical issues before the meeting starts. You will initially be in a virtual waiting room and will remain there until the start of the meeting.
- In-person speakers will be called upon first, followed by the public Zoom participants.
- During the Legislative Body Meeting, if you wish to speak on an item, you must utilize Zoom's "raise hand" feature. The "raise hand" button can be found on the Zoom webinar window (for more information, please visit Zoom's Help Page).
- Zoom speakers will be called on in order that they raise their hands in Zoom. Hands raised after the public comment period is closed will not be called upon.
- Zoom participants are subject to the same guidelines as members that attend the meetings in person. Public comment on items not on the published agenda is limited to three (3) minutes. Public comment on items on the published agenda is limited to five (5) minutes. Public comments are limited to one time per item.
- Remote meetings often lack the same visual and social cues available during public, in-person meetings. Please be respectful and patient so all interested commenters can be fairly heard.
- You will be muted until it is your turn to speak. While muted, you will be able to hear the Legislative Body Meeting and can continue watching via the remote meeting service if you have connected from a computer or mobile device.

General guidelines and tips for those who wish to participate in the Zoom webinar

- Even if you only wish to comment on one item, the Legislative Body encourages you to participate in the entire meeting via the Zoom webinar rather than the webcast. There could be brief delays associated with the normal webcast, and it may not be synchronized with the interactive Zoom meeting.
- Regardless of whether you participate via phone, computer, tablet, or mobile device, please participate from a quiet environment so that the Legislative Body can hear you when you are called to speak. If you are using the internet to connect to the meeting, try to ensure you have a good connection or strong signal.



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- It is important to avoid creating acoustic feedback. If there are other devices near you that are tuned into the meeting, please make sure that the speaker volume of those devices is turned off when it is your turn to participate.
- The Mayor/Chair will maintain order during the meeting as is customary in public meetings, and individuals who are disruptive may be removed from the remote meeting service or have their connection muted.
- If anything is unclear, please email the City Clerks' Office at cyclerks@banningca.gov.