

## City of Lawndale

### City Clerk Department - Temporary eComment Policy (email)

#### Section 1 - eComment Overview

Due to the ongoing COVID-19 outbreak and the recommendation of "social distancing" the City of Lawndale's constituents can now temporarily eComment on any regular or special meeting agenda item via the City Clerk email address ([cityclerk@lawndalecity.org](mailto:cityclerk@lawndalecity.org)). eComment is intended as a tool of convenience for the public to provide relevant and civil comments and questions on City Council agenda topics without being in attendance at a meeting.

eComment provides constituents an opportunity for participation when they cannot be at a City Council meeting in-person; and allows any person, anywhere, to leave a comment or question on a specific agenda item via email.

#### Section 2 - eComment Period

The recommended comment period for each regular meeting agenda will begin after the posting of the City Council Meeting Agenda. The comment period will close at the end of the public comment period for each applicable item. It is strongly advised that you submit your comment early, however the email comment box will be monitored during the entirety of the meeting. All eComments will be distributed to the City Council at the beginning of the regular City Council meeting and read aloud during the appropriate time. eComment users submitting general public comments should not expect responses to their comments.

#### Section 3 - eComment User Privacy

Personal information volunteered by the user is treated as a public record and may be subject to public inspection and copying if not protected by federal or state law.

#### Section 4 - eComment Format and Administration

The City Clerk's Office will be responsible for the administration of eComment constituent submittals in accordance with the foregoing user policy requirements.

The following is how the eComment should be formatted prior to being emailed to [cityclerk@lawndalecity.org](mailto:cityclerk@lawndalecity.org):

**Subject Line:** *Identify the Agenda Item Number or Section*

#### **Body of the email:**

- *Name*
- *Contact Information*
- *Comment on an item within the City Council's subject matter jurisdiction or specific Agenda Item (please keep comments to a 500 word count, per item)*

Should email not suffice as a commenting option, please call the City Clerk's Office at (310) 973-3213 no later than 5:30 p.m. before the start of the meeting to have a comment dictated.