

**GUIDELINES FOR PUBLIC PARTICIPATION IN CITY COUNCIL MEETINGS  
DURING THE COVID-19 EMERGENCY (UPDATED JUNE 17, 2020)**

PURSUANT TO THE LOCAL EMERGENCY CONCERNING THE COVID-19 VIRUS DECLARED BY THE CITY COUNCIL OF THE CITY OF UPLAND ON MARCH 13, 2020, GUIDANCE ISSUED BY THE SAN BERNARDINO COUNTY DEPARTMENT OF HEALTH TO AVOID GATHERINGS OF MORE THAN 50 PERSONS, AND EXECUTIVE ORDER N-29-20 ISSUED BY GOVERNOR GAVIN NEWSOM ON MARCH 18, 2020, THE FOLLOWING GUIDELINES WILL APPLY TO PUBLIC PARTICIPATION AT ALL CITY COUNCIL MEETINGS FOR THE DURATION OF THE EMERGENCY.

**These guidelines may be updated up to and during the meeting as needed to implement guidance and direction from the San Bernardino County Department of Health and other government authorities.**

**Public attendance at City Council meetings will be limited to establish appropriate "social distancing."** A live audio broadcast of the meeting will be provided in the City Hall Courtyard to accommodate attendance. To ensure public participation, public comments will be accepted through remote and in person participation subject to the accommodations and limitations below. As always, the public may view the City Council meeting live on the City's website at [www.uplandca.gov](http://www.uplandca.gov) or on Spectrum Cable TV channel 3, and Frontier Cable TV channel 26. As usual, comments regarding upcoming agenda items can also be emailed to the City Council at [citycouncil@ci.upland.ca.us](mailto:citycouncil@ci.upland.ca.us), but emails to the City Council are not included in the meeting record.

**Remote Public Comment:** Remote participation is strongly encouraged at this time. Remote public comment during City Council meetings will be received by telephone and will only be allowed if arrangements are made in advance as follows: **At least two (2) hours before the scheduled start of the meeting** you must send an email to [uplandcityclerk@ci.upland.ca.us](mailto:uplandcityclerk@ci.upland.ca.us) with the subject line "PUBLIC COMMENT" and the meeting date, include the following information: (1) your name; (2) the telephone number where you can be reached during the meeting; and (3) the agenda item(s) or subject matters you wish to comment on. (Please refer to the agenda, which is posted at least 72 hours before any regular meeting and at least 24 hours before any special meeting.) You may also provide this information by calling the City Clerk's office at 909-931-4120, subject to staff availability to take your call. **If you have not received confirmation that the City Clerk's office has received your request please call our office at 909-931-4120 at least one (1) hour before the scheduled start of the meeting.**

During the meeting, a City staff member will call you at the number provided as your turn to speak approaches. Staff will make only two attempts to reach a caller and cannot be responsible for a poor connection or weak cell signal. When your call is connected to the meeting, please remember to turn down the volume on any device you are using to view the meeting, and state your name for the record before proceeding with comments. Time limits will be enforced equally as to both remote and in person speakers.

**In Person Attendance & Public Comments:** Remote participation is strongly encouraged at this time, but meetings will be open to the public subject to social distancing measures. A six-foot separation will be required between all members of the public and no members of the public will be permitted to stand in the aisles, entryways, or other public spaces inside of City Hall. A live audio broadcast of the meeting will be provided in the City Hall Courtyard to accommodate attendance. Persons in the area will also be allowed to speak during the meeting.

All persons wishing to speak must submit a speaker card before the start of the meeting. Speakers will be called in groups of three. Speakers are asked to exit the Council Chamber at the conclusion of their comments.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's Office, 909-931-4120. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28 CFR 35.102-35.104 ADA Title **Any questions about these guidelines should be directed to the City Clerk's office at 909-931-4120 or [uplandcityclerk@ci.upland.ca.us](mailto:uplandcityclerk@ci.upland.ca.us).**