

# Modified City Commission Meeting Procedures

## Effective March 25, 2020 until further notice.

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### Commission Meeting Procedures

All future meetings will offer the City Commission participation via conference call or audio/visual software as technology allows.

Only essential staff will attend Commission meetings in person as determined by the City Manager. Staff will continue to prepare detailed staff reports, however; their presentations will be abbreviated.

#### *Public Participation*

The Public has a right to participate in Commission meetings and therefore are welcome to participate in the following ways:

#### **1. Attend the meeting in person**

The City of Great Falls will ask members of the public to refrain from attending in person if they are not feeling well. The City will require social distancing at the meeting, and may limit numbers of persons in the room according to applicable health guidelines.

**2. Provide Public Comments via email before 5:00 PM** for regularly scheduled meetings, or one hour prior to any special meeting.

Public Comment emails should be sent to: [commission@greatfallsmt.net](mailto:commission@greatfallsmt.net).

Comments should include the referenced agenda item and/or item number in the subject line, and include the name and address of the commenter. Written communication will be shared with the City Commission and appropriate City staff for consideration during the agenda item and before final vote on the matter; and, will be so noted, for or against, in the official record of the meeting.

For written or emailed comments to be accepted and considered, the commenter's name and address must be provided, according to the Commission's adopted procedures.

**3. Watch the City Commission** on Cable Channel 190 or the live stream on the internet:

<https://greatfallsmt.net/livestream>

**4.** As technology reasonably allows, staff will endeavor to provide a call in option via telephone or video conference platform.

### Commission Agenda

For the immediate future, all non-essential Work Session topics and non-essential agenda action items will be postponed.

Traditional Agenda Items will be abandoned including:

- Proclamations presented at meetings (can be issued and delivered/picked-up by requester)
- Swearing In (can be conducted individually with City Clerk).
- Neighborhood Councils and Boards and Commissions will be combined with Petitions and Communications section – should any Council or Board member chose to report.
- Appointments – Will only be made to address quorum issues with boards and commissions.
  - Most Board and Commissions are not meeting currently
- Consent Agenda will be used for all items as practical, including but not limited to City Manager previously approved contracts/agreements - items can be pulled from the Consent Agenda for separate discussion and vote as necessary.
- Public Hearings, Old/New Business, Ordinances and Resolutions will be limited to essential, high priority and time sensitive items to address critical issues.
- Commission Initiatives – City Manager requests that no new Commission Initiatives be proposed during the City’s Declared Emergency (unless it relates to the emergency at hand).