



# City of Claremont

# Guide To Participating in City Meetings

## CITY COUNCIL MEETINGS

- The City Council meets on the second and fourth Tuesday of each month at 6:30 p.m.
- City Council meetings are held in the City Council Chamber, 225 West Second Street.
- Agendas, Staff Reports, and meeting details are posted at least 72 hours in advance of the meeting on the City website.
- City Council meetings are streamed live on Zoom and archived at [www.claremontca.gov](http://www.claremontca.gov).

## COMMISSION MEETINGS

### ARCHITECTURAL AND PRESERVATION COMMISSION

Twice per month on Wednesdays following City Council meetings  
Usually the second and fourth Wednesday, 7 p.m.

### COMMUNITY AND HUMAN SERVICES COMMISSION

First Wednesday of each month, 7 p.m.

### PLANNING COMMISSION

First and third Tuesday of each month, 7 p.m.

### POLICE COMMISSION

First Thursday of each month, 7 p.m.

### TRAFFIC AND TRANSPORTATION COMMISSION

Fourth Thursday of each month, 7 p.m.

## PUBLIC PARTICIPATION

The City Council encourages public participation in the decision-making process. Public comment is incorporated into each meeting. Comments are limited to three minutes per speaker on a particular item. Speaker cards are provided in the Council Chamber foyer, and while not required, assist the City Council and staff when follow up is needed.

Whether you are a first time attendee at a meeting or an experienced speaker, your input is valuable to the open and transparent public process. Speaking in front of an audience to express your opinion on issues affecting the community can be intimidating. The City Council is aware that speaking in public can be difficult for some and appreciates the effort it takes to share your opinion. As an audience member, please be respectful of comments and opinions of others.

## CIVILITY AND CIVIL DISCOURSE

Civility is about how people treat each other and involves the display of respect for those who have positions with which one disagrees. Even though disagreement plays a necessary role in governance, it is key to focus on the strengths and weaknesses of proposed solutions to community problems, to listen for the concerns and values that underlie diverse perspectives, and to try to identify points of agreement and common ground. Applauding or other displays of approval or disapproval during business items are strongly discouraged.

Civil discourse is engagement in dialogue intended to enhance understanding, and serves to improve public policy decisions through respectful, courteous, constructive and orderly communication.

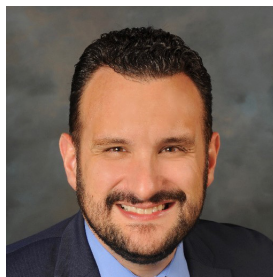
## CLAREMONT CITY COUNCIL 2024-25



Mayor  
Corey Calaycay  
District 1



Vice Mayor  
Jennifer Stark  
District 3



Councilmember  
Ed Reece  
District 2



Councilmember  
Sal Medina  
District 5



Councilmember  
Jed Leano  
District 4

*Government is all of us working together  
so we can make the best decisions for our  
community.*

## ACCOMMODATIONS

The City of Claremont strives to make reasonable accommodations in all of its programs, services and activities for all individuals with disabilities. The entrance to the City Council Chamber is accessible using a ramp at the south side of the City Hall. Handicapped parking is available in the lot on Second Street.

Any person who requires a modification or accommodations in order to participate in a City meeting should contact the City Clerk at (909) 399-5461. Individuals may also participate in public comment on the Zoom platform. To participate on Zoom, please use Zoom link: <https://zoom.us/j/256208090>.



## TIPS FOR PUBLIC SPEAKERS AND AUDIENCE MEMBERS AT A COUNCIL MEETING

Government decision-making takes time. Time for public input, time for analysis, and time for weighing both sides of the issue before making an informed decision. The foundation for democracy in America is our constitutional right to tell our elected leaders what we think about issues that affect us. City of Claremont leaders welcome you to attend public meetings and encourage you to participate in discussions that affect you.

Whether you are an experienced public speaker or speaking at the podium for the first time, it may be helpful to remember these public meeting tips:

- When the Mayor calls for public comment, you may approach the podium. Please do not line up.
- If you have filled out a speaker card with your name and/or contact information, please hand it to the Clerk.
- Filling out your contact information on the card allows staff to follow up on your comment.
- As you begin to speak, state your name clearly for the record (although this is not required). If you represent a group or organization, please state that information as well.
- Address the Council, not the audience, and speak directly into the microphone.
- Unless speaking at [General Public Comment](#), please remember to speak only on the topic under consideration.
- The City Clerk will set the timer, and you will be provided three minutes to speak on a particular item.
- Identify your main points and check your facts. Writing down your talking points may help you sound organized, which helps people to understand your position.
- Handouts summarizing your position may be distributed to the Clerk before or after your presentation. Busy leaders appreciate clear, concise information that helps them identify your key points.
- Keep your presentation short and simple.
- If a previous speaker has already made the point you planned to make, you may simply refer to that speaker and emphasize your support for that position.
- Compelling presentations can be very persuasive to both policy makers and public meeting audiences; however, insulting or degrading language can reduce your credibility as well as the power of your message.
- Applauding or other displays of approval/disapproval are discouraged during business items.
- Close your comments with an action statement such as, "Adopt this resolution" or "I urge you to vote 'yes' (or 'no') on this item."

Staff hopes these tips will help you prepare and present your remarks so they will be clear, concise and accurate. If you have any questions, or need assistance, please seek out a staff member before the meeting. Please call the City Clerk's Office for additional information at (909) 399-5460.

## PUBLIC COMMENT

Individuals wishing to address the Council on items **NOT** listed on the agenda may do so during general public comment. The Mayor has allotted 30 minutes for general public comment toward the beginning of the meeting. If the general public comment period exceeds 30 minutes, the remainder of the general public comment will be taken at the end of the meeting. The Council is prohibited from taking any action on items not on the agenda, but may refer your matter to staff for follow-up or to be placed on a future Council agenda. When the Mayor asks if there are any members of the public wishing to address items **NOT ON THE AGENDA**, this is the time to approach the podium, speak directly into the microphone, and address the Council, not the audience.

Individuals wishing to address the Council on items **ON THE AGENDA** will be given the opportunity to speak when that item is announced. The Mayor will ask for public comment after the staff report has been given, and questions have been asked of staff.