

City of Lawndale

City Clerk Department - eComment Policy (email)

Section 1 - eComment Overview

The City of Lawndale's constituents can submit an eComment on any regular or special meeting agenda item via the City Clerk's email address (cityclerk@lawndalecity.org). eComment is intended as a tool of convenience for the public to provide relevant comments on City Council agenda topics without being in attendance at a meeting.

eComment provides constituents an opportunity for participation when they cannot attend a City Council meeting in-person; and allows any person, anywhere, to leave a comment 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 agenda item. It is strongly advised that you submit your comment early prior to the start of the meeting, however, all email comments will be distributed to the City Council either at the beginning of the City Council meeting or the next day if received after 6:00 p.m. the day of the meeting. 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 the recommended format when submitting an eComment to cityclerk@lawndalecity.org:

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

Body of the email:

- *Name and Contact Information*
- *Comment on an item within the City Council's subject matter jurisdiction or specific Agenda Item*

Should email not suffice as a commenting option, please contact 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.