

City of Eagle Public Meeting Sign In Form

The Public Meeting Sign In Form was created to allow citizens of the City of Eagle a way to provide feedback electronically for Public Meetings. **Forms must be received within 30 minutes prior to meeting start time, on the day of the meeting to ensure participation in the meeting.** All comments should be expressed in a courteous manner.

Information submitted via this form is subject to Idaho's Public Records Act, in regard to both release and retention, and may be released upon request, unless exempt from disclosure by law.

Once you have completed the Public Meeting Sign In Form (and indicated your desire to speak at the meeting), a Webex meeting invitation will be emailed (up to 30 minutes prior to the meeting start time) on the day of the meeting. If you don't see the invitation in your email inbox please check your junk/spam folder.

If you have not used Webex before please visit <https://help.webex.com/en-us/nrbgeodb/Join-a-Webex-Meeting> for instructions and a how-to video.

Note: If you have visual materials to display during the public meeting, you must email the materials in PowerPoint (.ppt) or PDF format to City of Eagle at least 6 business hours prior to the start of the meeting.

Email files to: clerks@cityofeagle.org

The Public Meeting Sign In Form can be found at the following location:

<https://lf.cityofeagle.org/Forms/Public-Meeting-Sign-In>

Note: After clicking on the link, please allow a few seconds for the form to load.

Public Meeting Sign In Form instructions:

1. Open the Public Meeting Sign In form by clicking on the link above.
2. Complete the "Your Information" section. An asterisk (*) indicates a required field.

Your Information

First Name *

Last Name *

Physical Street Address *

City *

State *

Zip Code *

Contact Phone Number * (?)

Email *

Select if Applicable I am here representing my HOA or Neighborhood Group
 I wish to speak at this meeting

Signature *

Date

Note: If you select "I am here representing my HOA or Neighborhood Group, you will be prompted to enter in the name of your HOA or Neighborhood Group.

Select if Applicable I am here representing my HOA or Neighborhood Group
 I wish to speak at this meeting

HOA or Neighborhood Group Name *

3. Complete the "Meeting Information" section. Indicate whether you have visual material to present. If you choose to provide feedback on an "Agenda Item", you will see the following view.

Meeting Information

Meeting Type *

Date of Meeting *

Do you have visual material to present? * Yes No

Note: If you have visual materials to display during the public meeting, you must email the materials in PowerPoint (.ppt) or PDF format to the City of Eagle at least 6 business hours prior to the start of the meeting. Email files to: clerks@cityofeagle.org

I Want to Provide Feedback On * Agenda Item Other Topic

Agenda Item Number * Please provide Item number/letter reference from Agenda (ex: 9A)


Stance On Agenda Item * Support Oppose Other
If selecting "Other" please provide clarification in the comments field below.

Comments on Agenda Item Please provide any additional comments here.

If you select "Other Topic" you will see the view below:

Meeting Information

Meeting Type*

Date of Meeting* 


Do you have visual material to present?* Yes No

Note: If you have visual materials to display during the public meeting, you must email the materials in PowerPoint (.ppt) or PDF format to the City of Eagle at least 6 business hours prior to the start of the meeting. Email files to: clerks@cityofeagle.org

I Want to Provide Feedback On* Agenda Item Other Topic

Other Topic*

Comments on Other Topic Please provide any additional comments here.



4. Complete the Meeting Information section and click the "Submit" button (located in the bottom left corner of the form). A confirmation message will be displayed. **An email confirmation with a WebEx meeting invitation will also be sent to the email address listed on the form.**

Thank you Joe!

Your Sign in Form for the City Council has been Received.
A copy has been sent to the email address provided on your Form.

[Print](#)

 **Public Meeting Sign In Form**
Form used to "sign in" to provide public comment in meetings

Note: If you have visual materials to display during the public meeting, you must email the materials in Powerpoint (.ppt) or PDF format to City of Eagle before noon on the day of the meeting.

Your Information

First Name*	Joe
Last Name*	Public