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

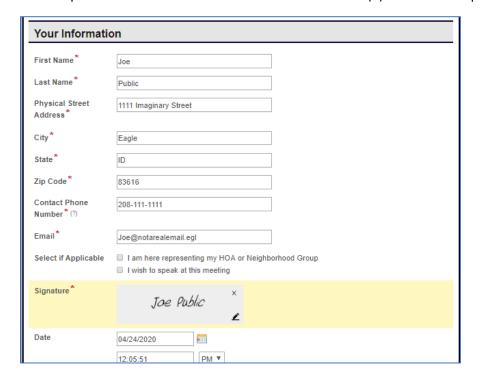
The Public Meeting Sign In Form can be found at the following location:

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

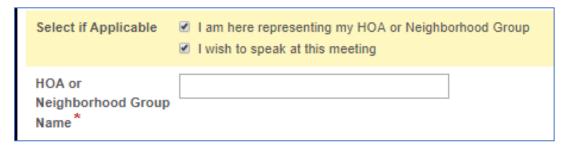
Note: After clicking on the link, please allow a few seconds for the form to load.

Public Meeting Sign In Form instructions:

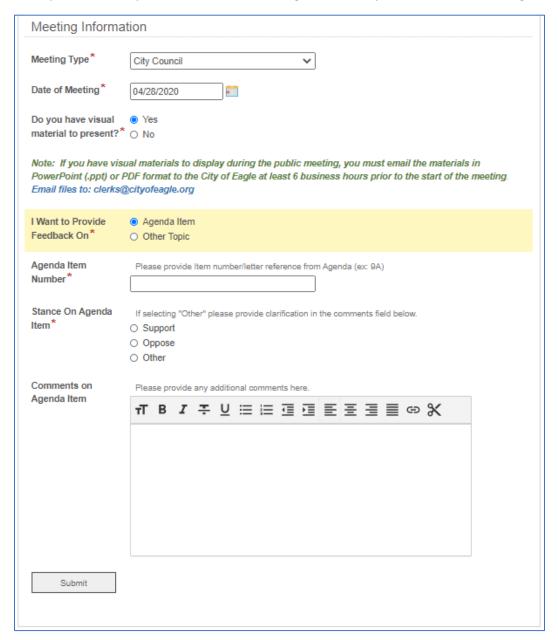
- 1. Open the Public Meeting Sign In form by clicking on the link above.
- 2. Complete the "Your Information" section. An asterisk (*) indicates a required field.



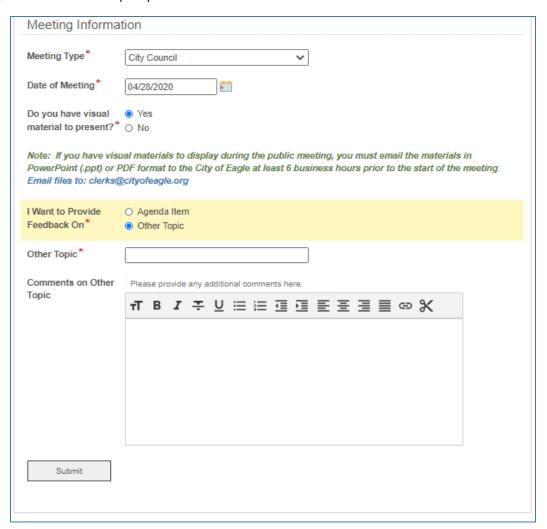
Note: If you select "I am here representing my HOA or Neighborhood Group, you will be prompted to enter in the name of your HOA or Neighborhood Group.



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.



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



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.

