



Citizen Guide for Town of Stevensville Virtual Public Meetings and Citizen Participation

The Town of Stevensville needs to continue holding public meetings to conduct essential business during the COVID-19 emergency. This guide describes the Town's approach to conduct virtual public meetings in a manner that honors the Town's constitutional and statutory obligations relating to open meetings and public participation and the federal and state government recommendations for social distancing including an order from Montana Governor for Montanans to "Stay at Home."

Communicating About This Guide

The Town will post this guide on our website and on the entrance to Town Hall telling citizens where they can:

- access and watch virtual meetings
- view agendas, minutes and related documents
- participate in virtual public meetings

This guide will also be shared with local news media.

Agendas, Minutes and Other Documents

Since 2014, as a matter of routine business, the Town of Stevensville has posted all Town Council meeting documents on our website including agendas, minutes and related documents. Board and commission meetings were added in 2019. The Town will continue this practice under our virtual meeting plan.

Public Notice and public participation:

Agendas, minutes, all related documents and a public participation guide for Town virtual public meetings informing citizens about how they can view and comment during meetings will be listed on our online agenda portal at www.townofstevensville.com/meetings.

In addition to posting online, meeting agendas and this virtual meeting plan will be posted on the posting board near the front door of Town Hall at least two days prior to the meeting.

Viewing Virtual Public Meetings

Online Live and On Demand Video/Audio Web Streaming

The Town of Stevensville live streams Town Council and board meetings on our website at www.townofstevensville.com/meetings. Video and audio of meetings may be streamed on demand after a meeting is concluded. Streaming is also available on Facebook and Youtube. The Town will continue these practices under our virtual meeting plan.

Participating in virtual public meetings and submitting public comment

The Town of Stevensville encourages and welcomes public comment. Here are the ways citizens can comment:

Email:

For Town Council meetings:

council@townofstevensville.com

For board and commission meetings

clerk@townofstevensville.com

By mail:

Town Clerk

206 Buck St

Stevensville, MT 59870

Day of meeting drop off:

A half hour prior to the start of a virtual public meeting, we'll place a drop box outside the front door at 206 Buck Street where citizens can drop off written comments. Comments will be read during the relevant agenda item's public comment period.

Other communication channels:

The Town may offer other communication channels to gather public comment and input on projects that have significant public interest. Information about these options will be communicated via the Town's website and other outreach mechanisms along with project information.