



## PUBLIC COMMENT FOR BOARD MEETINGS

Beginning with the October 13, 2020, Board Meeting, members of the public may “step up” to the virtual podium and speak during public comment.

When joining via Zoom, you will be asked to enter a name and an email address. We request that you identify yourself by name, as this will be visible online, and will be used to notify you that it is your time to speak. You may use your real name or a unique name as your identification to be called upon to speak. *Offensive, derogatory, discriminating, or defamatory names will not be accepted into the meeting for commenting.*

The meeting leader/President will clearly state the amount of time allotted for each public comment at the beginning of the meeting. You will have a pre-designated amount of time to speak, and your time is up, staff will mute your microphone, and you will be placed back into the regular attendee room. *Please note that the clock begins when you are unmuted, so you must be prepared to speak when called upon.*

Please note that joining the meeting by computer or phone is the technical responsibility of the party wishing to place their public comment. Staff are not available for technical support or assistance during the live meeting.

**\*\*PLEASE NOTE: For commenting on Special or Closed sessions, you must refer to the agenda for those specific meetings to obtain the correct Zoom links\*\***

### **SPOKEN PUBLIC COMMENTS USING A COMPUTER**

1. Follow the link to connect to Zoom: <https://zoom.us/j/91400750676>
2. Enter your name (or unique identification, e.g., S. Jackson)
3. Enter an email
4. When you wish to speak on an Agenda item, click on the “Raise Hand” button

### **SPOKEN PUBLIC COMMENTS USING A SMARTPHONE**

1. Download the Zoom app at the [App Store](#) or the [Google Play Store](#)
2. Enter the meeting ID: 914 0075 0676
3. Enter your name (or unique identification, e.g., S. Jackson)
4. Enter an email
5. When you wish to speak on an Agenda, click on “Raise Hand” button

### **SPOKEN PUBLIC COMMENTS USING A PHONE**

1. Dial (669) 900-6833
2. When you wish to speak on an agenda item, hit \*9 on your keypad

**WRITTEN PUBLIC COMMENTS BY EMAIL:** Consistent with past practices, members of the public wishing to submit their comments via email must email their comments to the Clerk of the Board at [publiccomment@vallejowastewater.com](mailto:publiccomment@vallejowastewater.com). These comments will be forwarded to the Board for review, but **will not be read aloud during the meeting.**