



Meeting Best Practices for Receiving Public Comment for Teleconferenced Meetings

The guidance below provides useful information for accessing CVCS meetings remotely and establishing best practices for productive meetings with regard to submission of public comment for teleconferenced meetings. Links for any scheduled Regular or Special Board meeting will be posted on the CVCS website, on the meeting agenda and provided via email.

Before the meeting:

- Get started with GoToMeeting on your mobile device by downloading the GoToMeeting app from the [App Store](#), [Google Play](#) or [Windows Phone Store](#). Download the [GoToMeeting meeting app](#) ahead of time and practice using the video and microphone. All participants are encouraged to join in by a device (computer, tablet or mobile phone) that has both video and audio capabilities. A short instructional video is available [here](#).
- Familiarize yourself with the functions of GoToMeeting by reviewing the [Quick Guide for Attendees](#) and in particular find the location of the mute button and the video on and off button in the GoToMeeting App. Make sure your microphone is muted throughout the meeting, except when called on to make public comment.
- To join the meeting, insert or copy/paste the GoToMeeting Meeting ID link (<https://global.gotomeeting.com/join/748559005>) into your web browser, or simply insert the meeting ID number when prompted by the App.

Public Comment Protocol

Members of the public who would like to make a public comment either during General Public Comment or on a particular agenda item have two options available: via email communication to mccutchenconsulting@gmail.com, the use of the chat box feature within GoToMeeting, or verbally during the meeting.

- **Comments Submitted via Email Submission:** Members of the public using the email option are encouraged to submit their public comments prior to the meeting's commencement. Please write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. Once the public comment period is closed, comments timely received in advance of consideration of the agenda item will be read aloud (not to exceed three minutes at staff's cadence) prior to Board action on the matter.
- **Comments Submitted Telephonic / Electronic:** During the meeting, the Board President or designee will announce the opportunity to make public comments by voice and by using the chat box feature and identify the cut off time for submission. If you are participating online or by phone only and wish to make a verbal comment, please hold your hand up to be seen in the video and wait to be recognized or **announce briefly** that you wish to comment. To raise your hand when calling in by phone (voice only), dial **announce briefly** that you would like to comment.

The Board President will ask the Board Secretary or designee to read any written public comments received. After the Board Secretary reads the comments received, they will then recognize members of the public who have their hands raised to allow them to make their verbal comments.

There will be no back and forth discussion on comments received, so it is asked of the public to make sure their submission is in the form of a comment versus questions. It will be left to the Board President's discretion if they feel a brief answer should be provided for any particular comment, which will occur during Board discussion. Comments received after the close of the public comment period will be added to the record after the meeting.