

# **County of Santa Cruz – Board of Supervisors**

## **Public Participation Guidelines**

### **Agendas:**

**Agenda documents** are available for review in person at the office of the Clerk of the Board, Government Center, 5<sup>th</sup> Floor, 701 Ocean Street, Rm 520 or Room 525; and electronically on the County's website, at: [www.santacruzcountyca.gov](http://www.santacruzcountyca.gov)

### **Accessing Meetings:**

Board of Supervisors (BOS) meetings are broadcast via **live audio/video stream**:

- Meeting Portal website: <https://santacruzcountyca.primegov.com/public/portal>
- County's Facebook page: <https://www.facebook.com/countyoofsantacruz/>
- Community Television (CTV) of Santa Cruz County:

### **Written Public Comments:**

Written comments must be received before 5:00 p.m. the day before the meeting to be included with agenda materials. Comments received after 5:00 p.m. and before 8:30 a.m. on meeting day will be included in the minutes record. General comments not related to topics on the agenda will be included with the next Written Correspondence Listing. For additional information, call the Clerk of the Board's office at 454-2323 (TTY/TDD call 711).

### **Making Public Comments via Interactive Web Portal:**

To comment on specific agenda items prior to the meeting, please use the "Comment" tool on the Meeting Portal webpage. Locate the **meeting date**, and click the bubble icon to open the Comment tool. Refer to these [step-by-step instructions](#) to submit your comment. Please adhere to the [Acceptable Use Rules](#) for web commenting.

### **Making Public Comments via Email**

To comment on specific agenda items prior to the meeting by email, please send an email to [BoardOfSupervisors@santacruzcountyca.gov](mailto:BoardOfSupervisors@santacruzcountyca.gov) and include the agenda item number so your comments will be processed accurately. Emailed documents may take up to 24 hours to be posted.

### **Making Public Comments via U.S. Mail**

To comment on specific agenda items prior to the meeting by mail, please address your comments to:

Santa Cruz County Board of Supervisors  
701 Ocean Street, Room 500  
Santa Cruz, CA 95060

### **Public Comment in Chambers**

Spoken comments will be accepted during the meetings. To address the Board during the public comment period, please form a line behind the podium. When called, please limit your remarks to the time limit allotted.

## **Making Public Comment Via Zoom**

Spoken comments will be accepted during the teleconference meetings. To address the Board, click on the link provided to access a Zoom-based meeting, or call the telephone number provided on the agenda.

### **Participating by Phone:**

To address the Board, dial the telephone number provided and you will be prompted to enter the meeting ID number. After that, you will be able to listen to the meeting and speak during public comment as announced by the Chair. The Clerk will call on people by the last four digits of their phone number.

The following commands can be entered via DTMF tones using your phone's dial pad while in a Zoom meeting:

- **\*6** - Toggle mute/unmute
- **\*9** - Raise hand

### **Participating online via Zoom:**

You may download the Zoom client or connect to the meeting in-browser. If using your browser, make sure you are using a current, up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers including Internet Explorer.

You will be asked to enter an email address and name. **Please identify yourself by name** as this appears online and is how we notify you when it is your turn to speak.

When the Board Chair calls for the item on which you wish to speak, click on "raise hand." The Clerk will activate and unmute speakers in turn. Speakers will be notified shortly before they are called to speak.

If you only wish to watch the meeting and not address the Board, the Clerk requests that you stream the meeting rather than joining by Zoom.