



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, 5th Floor, 701 Ocean Street, Rm 520 or Room 525; and electronically on the County's website, at: <https://santacruzcountyca.primegov.com/public/portal>

Accessing Meetings:

Board of Supervisors (BOS) meetings are open to the public, and are broadcast via **live audio/video stream** for members of the public to observe remotely:

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

Accommodations For Persons With Disabilities

The County of Santa Cruz does not discriminate on the basis of disability, and no person shall, by reason of a disability, be denied the benefits of its services, programs, or activities. If you are a person with a disability and wish to participate in the meeting and require special assistance in order to participate, please contact the Clerk of the Board at (831) 454-2323 [TDD: call 711] at least 72 hours in advance of the meeting to make arrangements. Persons with disabilities may request a copy of the agenda in an alternative format.

Participating in a Meeting Via Zoom

Board of Supervisors meetings are accessible virtually 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 and enter the webinar ID as 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

For questions or support with accessing or participating in a Board of Supervisors meeting, please contact the Clerk of the Board's office. The Clerk of the Board can be reached at (831) 454-2323 or by email to COBStaff@santacruzcountyca.gov.

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 however you wish to be addressed** 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 via one of the alternate options above rather than joining by Zoom.

Submitting Written Public Comments:

Written comments must be received before 5:00 p.m. the day before the meeting to be included with agenda materials. Written comments received after 5:00 p.m. the day before and until the end of the meeting 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 Email

To comment on specific agenda items prior to the meeting by email, please send an email to 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

Please include the agenda item number so your comments will be processed accurately. Mailed documents may take up to 1 business day after delivery to be posted.

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. Locate the **meeting date**, and click the bubble icon to open the tool. Refer to these [step-by-step instructions](#) to submit your comment. Please adhere to the [Acceptable Use Rules](#) below for web commenting.

Acceptable Use Rules – Web Agenda Comments

The Board of Supervisors invite you to express your opinions by adding comments to specific agenda items during the public commenting period. Please follow these guidelines to ensure a welcoming environment for all.*

- 1. Respect one another.** Please refrain from posting offensive, obscene, threatening or abusive comments. If you personally attack others, your comment(s) may be removed from the discussion. You are fully responsible for libelous or defamatory comments.
- 2. Hate-speech will not be tolerated.** Comments containing racism, homophobia, sexism, or any other form of hate-speech have no place on our site and will be deleted.
- 3. Keep your language in check.** Our filters are fairly tolerant, allowing for a bit of colorful/questionable language, but if a post is too vulgar, the comment may be deleted or the offensive language redacted.
- 4. Stay on topic.** Comments should be related to the topic discussed in the specific agenda item.
- 5. Don't impersonate someone else.** You may not use a false e-mail address, impersonate any person or entity, or otherwise mislead as to the origin of your comments. If we believe you've impersonated someone else, we reserve the right to remove the comment.
- 6. Electioneering and commercial content will be removed.** We do not welcome comments for commercial purposes, soliciting funds or promoting county candidates for office. If we see them, we reserve the right to remove them.
- 7. Personal information.** Do not post personal information about others, such as Social Security numbers, home addresses, etc.
- 8. Blank comments.** Mistakes happen. Comments containing no text may be deleted. We will not remove comments because a reader or writer regrets a post. Please remember that these comments are searchable, and a comment history has a long life on the web.
- 9. Repeated/duplicative comments.** Duplicated comments posted by the same user on the same agenda item may be removed.
- *10. Comment Period:** Web agenda comments may be added to individual items as soon as the agenda is published (usually Thursday prior to a Tuesday BOS meeting) and through the end of the meeting. The “Add Comment” feature is always on; however, comments received after adjournment will not be addressed and may be deleted by the clerk.

Public Comment in Chambers

Spoken comments will be accepted during the meetings. To review current policy on public comment procedures, please see the public comment blurb included on the most current BOS agenda.

When it is time for Public Comment (either general or specific to a Regular Agenda item), please form a line behind the podium down the center of the Chambers. When you reach the podium, please adjust the microphone as needed to ensure your comment is heard.

Each speaker will have two (2) minutes [or whatever limit is established by the Chair] to make your comment. When you begin speaking, the countdown timer will display on the screen, and turn red when your time is up. At the end of your time, your microphone will be muted automatically.

Speakers can only speak about a particular item once. If you have already spoken regarding a Regular Agenda item during the general public comment time, you will not be permitted to speak about it again during the individual item.

If you wish to submit documents to the Board, please hand your documents to the Clerk of the Board at the end of your comment period.

Translation Services/Servicios De Traducción

Spanish language translation is available on an as needed basis. Please make advance arrangements with Clerk of the Board by email to COBStaff@santacruzcountyca.gov or by telephone at (831) 454-2323.

If you require a translator while making your comment, please inform the Clerk of the Board. The Clerk will assist in connecting you with a translator. When the translator is ready, he or she will direct you to begin making your comment.

Please speak slowly, and in brief phrases. When you complete your phrase, the translator will then translate your comment aloud to the Board.

When the translator is done speaking, please continue with your next phrase. This process will repeat until your comment is completed, or your time is complete.

When you first begin speaking, the Clerk will start the countdown timer, which displays on the screens above in chambers. The Clerk will pause the timer while the translator is speaking and then resume the timer while you are speaking. Using a translator will not take away from your allotted time.

Las sesiones de la Mesa Directiva de los Supervisores del Condado pueden ser traducidas del inglés al español y del español al inglés. Por favor haga arreglos anticipadamente con la Secretaria de la Mesa Directiva de los Supervisores por correo electrónico a COBStaff@santacruzcountyca.gov o por teléfono al número (831) 454-2323.

Si usted requiere la ayuda de un traductor para expresar su comentario, por favor, infórmele a la secretaria de la junta, y ella lo asistirá. Cuando el traductor esté listo, esta persona le indicará cuando usted puede empezar a hablar y dar su comentario.

Por favor hable despacio, con frases breves para darle oportunidad al traductor de poder traducir su comentario para la junta directiva.

Cuando el traductor haya terminado de hablar, continúe con su nueva frase y comentario. Recuerde de hablar lentamente, y con frases cortas.

Cuando usted comience a hablar, la secretaria activará el cronómetro que podrá ver en las pantallas. La secretaria detendrá el cronómetro cada vez que el traductor esté traduciendo. El uso del traductor no sacará tiempo a sus dos minutos completos para poder expresarse.

Para preguntas o asistencia sobre cómo acceder o participar en una reunión de la Junta de Supervisores, comuníquese con la oficina del Secretario de la Junta. Puede contactar al Secretario de la Junta llamando al (831) 454-2323 o enviando un correo electrónico a COBStaff@santacruzcountyca.gov.
