



How to Provide Public Comment During Remote Meetings

The Mayor will give anyone who wishes to address the City Council/Successor Agency/Public Financing Authority/Oversight Board an opportunity to do so at the appropriate time. NOTE Due to provisions of the State law, the City Council is prohibited from engaging in dialogue regarding any comments made under item 2.0 "Public Comments". A Staff member may be asked to follow up with you regarding your comments.

Written Public Comments:

If you wish to speak or enter comments into the public record regarding an agenda item, please visit www.ci.oakley.ca.us/online-public-comment-card and fill out the form before 5pm the day of the City Council meeting. Comments submitted online will not be read, but will appear summarized in the meeting minutes. If you wish to speak as well as submit a written comment, please follow the instructions below.

Live Public Comments:

Call in to the phone number published on the City Council Agenda, you will be prompted to enter a Meeting ID number that will also be published on the City Council Agenda.

When the Mayor calls for the item you wish to speak on, press *9 to raise your hand. This will alert our staff that you have a comment to provide. Speakers who have their hand raised will be called on by the last four digits of their phone number. Once called upon you will need to press *6 to unmute. When unmuted you may state your name and provide your public comment. Public comments are limited to 2 minutes. Once your time has ended you will be moved out of the queue and your phone will be muted. If you wish to speak on another item, please wait until that item has been called by the Mayor and press *9 and follow the same instructions.

Best Practices:

- Call from a quiet location
- Do not use speaker phone
- Mute any other devices around you, including the live stream of the meeting
- Speak slowly and clearly
- Ensure you are calling from a stable line with adequate service
- Do not use any profanity