



INSTRUCTIONS FOR SUBMITTING PUBLIC COMMENTS **FOR CITY COUNCIL MEETINGS HELD VIA TELECONFERENCE**

Last Revised 8/4/2020

Please note: Instructions for specific City Council meetings may slightly differ from the instructions below. For meeting specific information, please visit www.el-cerrito.org/CouncilMeetingMaterials to review instructions on the specific meeting agenda.

Pursuant to Executive Orders N-25-20 and N-29-20, Teleconference Restrictions of the Brown Act Have Been Suspended, as Well as the Requirement to Provide a Physical Location for Members of the Public to Participate in the Meeting.

Members of the public can watch or listen to City Council meetings as follows:

1. Cable T.V. Broadcast on KCRT Channel 28
2. Radio Broadcast on FM 88.1 Or 97.7
3. Livestream Online at www.el-cerrito.org/CouncilMeetingMaterials.
4. Via WebEx using the meeting specific instructions included in the published meeting agenda available at www.el-cerrito.org/CouncilMeetingMaterials.

Public Comments may be submitted one of two ways:

1. Via WebEx using the "[Raise Hand](#)" feature to request to speak. Each period of public comment will be announced.

****Please note** - If a member of the public can join via phone **only**, a request to speak may be submitted via email to cityclerk@ci.el-cerrito.ca.us. The request must contain in the subject line **Request to Speak – Agenda Item #** and must include a name and the full phone number that will be used to call in.

2. Via email to cityclerk@ci.el-cerrito.ca.us.. Email must contain in the subject line **public comments – not on the agenda** or **public comments – agenda item #**.

To ensure that the City Council receives your written comments prior to taking action, they must be received **no less than three hours before the meeting start time, or by the time posted on the specific meeting agenda**. All written comments received by this deadline will be provided to the City Council and posted online in advance of the meeting.

Written comments received after the deadline will be provided to the City Council and included with supplemental materials **after the meeting**. **No written comments will be read into the record.**

For more information, please contact the City Clerk at cityclerk@ci.el-cerrito.ca.us or 510-215-4305.