



## **INSTRUCTIONS FOR SUBMITTING PUBLIC COMMENTS** **FOR CITY COUNCIL MEETINGS HELD VIRTUALLY**

*Last Revised 3/9/2021*

***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](http://www.el-cerrito.org/CouncilMeetingMaterials) to review instructions on the specific meeting agenda.***

*Pursuant to Executive Order 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](http://www.el-cerrito.org/CouncilMeetingMaterials).
4. Via Zoom using the meeting specific instructions included in the published meeting agenda available at [www.el-cerrito.org/CouncilMeetingMaterials](http://www.el-cerrito.org/CouncilMeetingMaterials).

Each period of public comment will be announced. Public Comments may be submitted one of two ways:

- Via Zoom using the “[Raise Hand](#)” icon to request to speak. If joining by phone, dial \*9 to “raise your hand” and when prompted \*6 to unmute/mute.
- Via email to [cityclerk@ci.el-cerrito.ca.us](mailto: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 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.

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](mailto:cityclerk@ci.el-cerrito.ca.us) or 510-215-4305.