

# **TELECONFERENCING GUIDELINES FOR PUBLIC PARTICIPATION IN THE COUNTY OF ALAMEDA CIVIL SERVICE COMMISSION MEETINGS**

## **In Person Participation Prohibited**

Alameda County joined Contra Costa, Marin, San Francisco, San Mateo, and Santa Clara counties and the City of Berkeley in issuing similar public health officer orders directing their respective residents to shelter in place for three weeks beginning March 17, due to the Coronavirus disease 2019 (COVID-19). The orders limit activity, travel and business functions to only those that are essential.

In response to the COVID-19 pandemic, California Governor Gavin Newsom issued Executive Order N-29-20 on March 17, 2020, governing the convening of public meetings. Pursuant to the Executive Order, all members of local legislative bodies, including the County of Alameda Civil Service Commission, may participate in their meetings without being physically present (via teleconference), and no teleconference locations for the public are required to be provided or noticed in the meeting agenda. The public must be given the opportunity to observe and address the meeting telephonically or otherwise electronically.

## **In Person Participation Prohibited**

Due to the public health emergency, the County of Alameda is making several changes related to the Civil Service Commission meetings to protect the public's health and prevent the disease from spreading locally. Due to the COVID-19 public health emergency, including local and State public health officer's directives for everyone to stay home, in person participation at Civil Service Commission meetings is limited to essential County personnel. The Civil Service Commission meeting room is closed to members of the public and non-essential County personnel. The public may observe and address the Commission in meetings in the following ways:

## **Remote Viewing/Listening**

Members of the public who wish to watch the Civil Service Commission meetings, are encouraged to view the live stream online: <https://zoom.us/j/98586113249>

## **Public Comment via Teleconference**

Members of the public may address the Civil Service Commission on a matter on the agenda or during the Public Comment portion of the meeting on a matter not on the agenda but is an issue within the Commission's subject matter jurisdiction.

- To observe the meeting by video conference, please click on this link to join the webinar: <https://zoom.us/j/98586113249> at the noticed meeting time. Instructions on how to join a meeting by video conference are available at: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>. If you are using a laptop: use the "raise hand" button. When you are called to speak, remember to unmute your microphone.
- To listen to the meeting by phone, please call the numbers below at the noticed meeting time: (for higher quality, dial a number based on your current location)
  - If you are calling in: dial \*9 to raise your hand to speak. When you are called to speak, the host will unmute you to enable you to speak.

- If you decide not to speak, you may hang up and dial back into the meeting Or, simply notify the Conference Host that you do not wish to speak when you are unmuted and asked to speak.

**Telephone:**

Or **iPhone** one-tap :

US: +16699006833,,97506659125# or +14086380968,,97506659125#

Or **Telephone:**

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 408 638 0968 or +1 346 248 7799 or +1 253 215 8782 or +1 646 876 9923 or +1 301 715 8592 or +1 312 626 6799 or 888 475 4499 (Toll Free) or 877 853 5257 (Toll Free)

Webinar ID: 985 8611 3249

International numbers available: <https://zoom.us/j/98586113249>

If asked for a participant ID or code, press #. Additional instructions on how to join a meeting by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663%20-%20Joining-a-meeting-by-phone>.

**Written Comment** (accepted until the start of the meeting at 4:00 p.m., unless otherwise noted on the meeting agenda).

To provide written comment on an item on the agenda or to address the Commission about an issue during Public Comment, you may send an email to [Nina.Hinton3@acgov.org](mailto:Nina.Hinton3@acgov.org). Please include your full name and note the agenda item number you want to address or whether you intend for comment to be included in Public Comment. Copies of all written comments will be provided to the Commissioners and will be added to the official record.

ADA Accessibility: If you require a reasonable modification or accommodation for a disability, please email the Secretary to the Commission at [Nina.Hinton3@acgov.org](mailto:Nina.Hinton3@acgov.org) or call (510) 272-6435.