

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

### **In Person Participation Prohibited**

Due to the public health emergency, the County of Alameda has made several changes related to the Civil Service Commission meetings to protect the public's health and prevent the Coronavirus disease (COVID-19) from spreading. The Civil Service Commission meeting room is closed to members of the public and non-essential County personnel. The Civil Service Commission has made the findings required by the Brown Act, including AB 361, to continue holding meetings by teleconference (remotely). 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://us06web.zoom.us/j/85397381262>

### **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://us06web.zoom.us/j/85397381262> 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:**

#### **One tap mobile:**

US: +14086380968,,85397381262# or +16699006833,,85397381262#

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

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

**Webinar ID: 853 9738 1262**

**International numbers available:** <https://us06web.zoom.us/j/kyP5YUMB0>

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 note the agenda item number you want to address or whether you intend for your 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.