



eComment Policy and User Requirements

Section 1 - eComment Overview

The City of Hayward provides eComment, an online tool that allows members of the public to submit comments on City Council meeting agenda items through the City's website. eComment is intended to provide a convenient method for the public to submit relevant and respectful comments on agenda items in advance of a meeting.

eComment expands opportunities for public participation by allowing individuals who are unable to attend a City Council meeting in person to submit comments electronically. Members of the public may submit comments on specific agenda items through the City's Meeting & Agenda Center from any location with internet access.

Section 2 - Appropriateness of eComment Content

Inappropriate posts are subject to removal, including, but not limited to, the following types of postings regardless of format (text, video, images, links, documents, etc.):

1. Comments that are not related to the topic;
2. Profane/vulgar/obscene language or content;
3. Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;
4. Sexual content or links to sexual content;
5. Solicitations of commerce;
6. Conduct or encouragement of illegal activity;
7. Information that may tend to compromise the safety or security of the public or public systems;
8. Content that violates the legal ownership interest of any other party.

Section 3 - eComment User Agreement

By posting to eComment, users agree to the following terms:

1. Users will only submit comments that are respectful of others, and which are civil.
2. Users will complete all required fields (name/email address) as a part of the eComment submittal process. Anonymous or incomplete submittal forms will not be accepted.

3. Users will use their real name and will not post comments using fictional or pseudo names.
4. Users warrant that they own or have permission to post the information contained in their postings. Further, the City of Hayward does not guarantee or warrant that any information posted by users on this site is correct and disclaims any liability whatsoever for any loss or damage resulting from reliance on any such information.
5. Users of this site do not retain any rights over their postings. Postings are intended for public view and any personal information posted constitutes a waiver of any rights to privacy or confidentiality.
6. Once posted, the City of Hayward reserves the right to delete submissions that contain profane/vulgar/obscene language, personal attacks of any kind, or offensive comments that target or disparage any ethnic, racial, or religious group. Further, the City of Hayward also reserves the right to delete comments that are:
 - a. Spam or include links to other sites;
 - b. Clearly off topic;
 - c. Advocate illegal activity;
 - d. Promote particular services, products, or political organizations;
 - e. Infringe on copyrights or trademarks; or
 - f. Violate of Section 3 appropriateness guidelines.

Section 4 - eComment User Privacy

Personal information voluntarily provided by a user will not be published as part of the eComment posting. However, comments submitted through eComment are public records and may be subject to public inspection and copying unless exempt from disclosure under applicable federal or state law.

Section 5 - eComment Records Management

Use of eComment will be documented and maintained in an accessible format and may constitute a public record subject to disclosure under the California Public Records Act or retention requirements of the California Government Code.

Following each City Council meeting, an eComment report will be published in the City's Meeting & Agenda Center under the Documents Received After Published Agenda section.

The City Clerk's Office is responsible for maintaining eComment records in accordance with the City's Records Retention Schedule for agenda-related records. eComments constitute public records and will be disclosed upon request unless exempt from disclosure under applicable law. Comments determined to contain technically harmful or otherwise inappropriate content will be documented and retained in accordance with the City's records retention and destruction policies and procedures.

Section 6 - eComment Administration

The City Clerk's Office is responsible for administering eComment submissions and ensuring compliance with the requirements set forth in this policy. Please contact the City Clerk's Office at (510) 583-4400 or cityclerk@hayward-ca.gov if you have any questions.