

### How the Meeting will Work

Meetings will be held via Zoom Webinar. The staff liaison will **host** the meeting with assigned staff as co-hosts, Committee/ Commission/ Task Force Members and participant City staff are **panelists**, and Hayward residents and public members are **attendees**. Zoom Webinar attendees join in view/listen-only mode, and are muted by the host as needed.

### How to View the Meeting

Below are options to view the live meeting:

- **Comcast TV Channel 15**
- **YouTube:** <https://www.youtube.com/user/cityofhayward>
- **Live Stream:** <https://hayward.legistar.com/Calendar.aspx>

### How to Provide Public Comment

Staff will accept public comments on behalf of the Committee/ Commission/ Task Force via Email or Live public comment during the meeting.

**Email:** Please add the meeting date in the subject line such as in the example below.

**Email Address:** *Please refer to the email address on the posted agenda.*

**Subject:** Public Comment for (date) Meeting  
(Item No.\_\_\_\_)

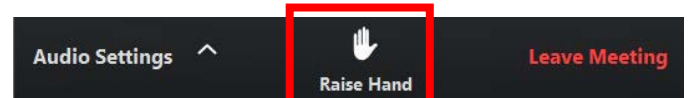
**Live Public Comment:** If you are unable to provide a written comment, you may access the webinar as an attendee: 1) via the link provided on the agenda, or 2) call into the meeting using your phone by dialing 1-669-900-6833 and enter the Meeting ID (unique to each meeting; see first page of the agenda). To speak during the meeting, press \*9 and wait for your turn.

Spanish translation services are available for those participating within the Zoom platform (*upon advance request from City Clerk's office*). View [more information](#) about this feature.

### Public Participation Guidelines

We appreciate your cooperation with the guidelines provided below.

- **How to Join:** Visit the Zoom website and either sign-up for a free Zoom account or continue as a guest. Once you have downloaded the app on your smartphone, joined from your web browser, or downloaded the Zoom software on your computer you will be ready for the Council meeting.



- **Raise Hand (pictured above):** click the “Raise Hand” button to request to speak when the Chair calls for public comment on an eligible agenda item. You will be permitted to speak during your turn and re-muted after the allotted time.

Click **Lower Hand** to lower it if needed. [Read more about using the "raise hand" feature.](#)

When joining via phone, click \*9 to raise a hand to speak. We kindly request speakers to mute or turn down the broadcast, when it is their opportunity to speak, as it may cause interference with the speaker system.

- **Use headphones/mic** for better sound quality and less background noise.
- **Decorum:** Please be mindful that virtual meetings are public and will be recorded. All meeting rules of procedure and decorum, including speaker time limits, will apply. The Chair, via the host, may remove individuals for persistent disruption or any conduct or statements that threaten the safety of any person(s) at the meeting.

Zoom [provides instructions](#) that you can review in advance, including joining a test meeting.

Questions may be addressed to the City Clerk's office, (510) 583-4400 or [cityclerk@hayward-ca.gov](mailto:cityclerk@hayward-ca.gov).