CITY CLERK'S OFFICE 777 B STREET, 4TH FLOOR HAYWARD CA 94541





# Welcome to eComment

**MARCH 2020** 

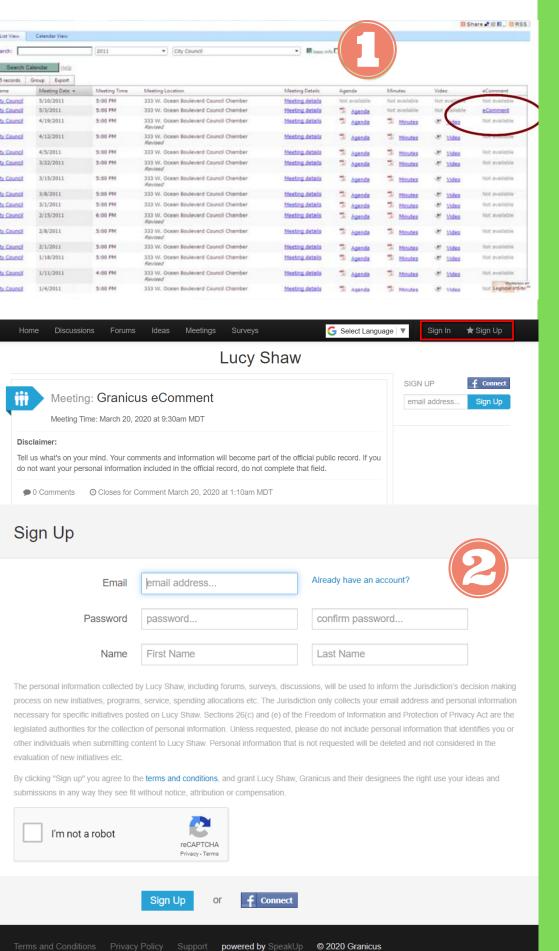
### eComment comes to the City of Hayward

Community members can now comment on upcoming agenda items via the City's website using eComment. To leave a comment, users click eComment on the City's Meeting & Agenda Center page (https://hayward.legistar.com/Calendar.aspx), select the item they wish to comment on and submit their written comment.

The comment period for each meeting agenda will begin at 5pm the Thursday/Friday before the Tuesday meeting and will close at 5pm the day before the meeting to allow Council members the opportunity to read comments. Under special circumstances, this comment period may be adjusted as necessary and any change will be noted on the agenda. Although comments will be sent electronically to the City Council in real-time and also provided in hard copy at the beginning of Council meetings, eComment users should not expect responses to their comments. Comments will be exported into a report, distributed to City Council and staff, and published on the City's Meeting & Agenda Center under the column Documents Received After Published Agenda.

### **Questions about eComment**

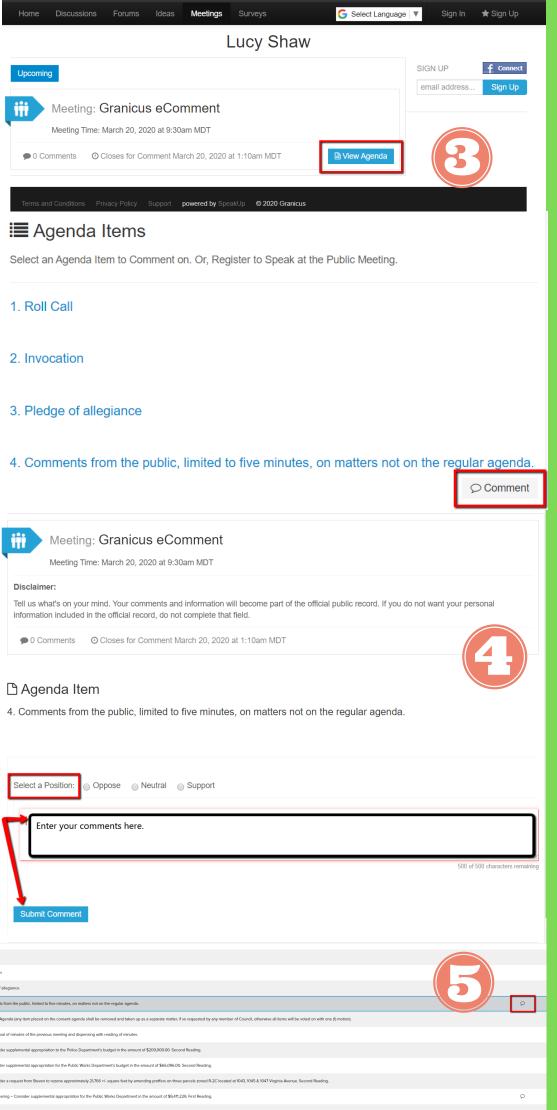
Contact the City Clerk's Office 510.583.4400 cityclerk@hayward-ca.gov



# Getting Started with eComment

1. After viewing the Meeting & Agenda Center page, users click on eComment and are redirected to the eComment Welcome Page.

2. Users are prompted and required to enter their information. This information is kept as part of the record, but only users' names are listed on the eComment report.



3. Users scroll through the agenda and click *Comment* on the agenda item that they wish to comment on. Users may only comment on one item at a time. However, they can go back and select additional items and may comment as many times as they like.

4. Once an item is selected, users are able to select a position (oppose, neutral, support) and enter their comments.

5. After users click Submit, comments are sent electronically to the City Council in real-time via iLegislate.

## eComment Policy & User Requirements

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.(i) Spam or include links to other sites; (ii) Clearly off topic; (iii) Advocate illegal activity; (iv) Promote services, products, or political organizations; (v) Infringe on copyrights or trademarks; or (vi) Violate of Section 3 appropriateness guidelines.

### **eComment User Privacy**

Personal information volunteered by the user will not be published but will be treated as a public record and may be subject to public inspection and copying if not protected by federal or state law.



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