Guidelines for Public Comment

Wednesday, September 16, 2020
San Mateo County Board of Education Meeting Held Remotely via Webinar

The San Mateo County Board of Education will hold its regularly scheduled meeting on September 16, 2020. The meeting time is 6:00 p.m.

The San Mateo County Board of Education values the health and safety of our community and San Mateo County Office of Education staff. We also honor the public’s need and right to meaningfully participate and comment in public proceedings, and in light of the current health emergency, the San Mateo County Board of Education will hold its meeting using a remote format through Zoom webinar technology.

This decision is consistent with Governor Newsom’s Executive Orders N-25-20 and N-29-20 which relaxed some requirements of the Brown Act and supports teleconferencing as a way to participate in public meetings.

To that end, please use the information below to access and make comments at the September 16, 2020, meeting of the San Mateo County Board of Education.

Instructions for Remote Meeting Access

To comment during the meeting, you must first register to gain access to the meeting. To begin this process, click here: https://bit.ly/smboe9162020. After registering, you will receive a confirmation email containing information about joining the webinar.

Guidelines for Public Comment

There are two ways in which members of the public may provide comments as part of a San Mateo County Board of Education remote meeting:

1) Send Comments in Advance:

Members of the public may email comments for the San Mateo County Board of Education in advance of the Wednesday, September 16, 2020, meeting to info@smcoe.org using the subject line: “Comment for September 16 Board Meeting.” All comments sent in advance of the meeting will be shared with the San Mateo County Board of Education and publicly posted.
2) **Provide Comment in Real Time During Remote Meeting:**

Members of the public who wish to provide comment during the meeting may do so by using the “Raise Hand” feature:

- To raise your hand on a PC or Mac desktop/laptop, click the button labeled "Raise Hand" at the bottom of the window on the right side of the screen. Lower your hand by clicking the same button, now labeled “Lower Hand.”

- To raise your hand on a mobile device, tap “Raise Hand” at the bottom left corner of the screen. The hand icon will turn blue, and the text below it will switch to say "Lower Hand" while your hand is raised. To lower your hand, click on “Lower Hand.”

- To raise your hand when participating on a land line, press *9.

Speakers must raise their hand during Agenda Item 2, the “Public Comment” portion of the meeting, in order to comment on topics not included on the approved agenda. To comment on specific agenda items for September 16, 2020, speakers must use the “Raise Hand” feature immediately preceding the item on which they wish to comment.

Once your hand is raised, please wait to be acknowledged by the Board President who, aided by the meeting facilitator, will call on speakers. When called upon, speakers will be unmuted. After the allotted time, speakers will be placed on mute.

**As a Reminder – County Board Protocols Regarding Public Comment**

The County Board of Education does not act upon any matter that has not been agendized except under limited circumstances as permitted by law. It is the policy of the County Board to refer matters raised in this forum to staff for investigation and/or action where appropriate. Please note each speaker is limited to three minutes. The Board’s Executive Assistant will keep the time and advise the speaker when there are 30 seconds left and again when time is up. We ask all speakers to keep within the time limits.

All comments will be publicly posted.

Thank you!