Guidelines for Public Comment

Thursday, December 16, 2021
San Mateo County Board of Education Meeting

The San Mateo County Board of Education will hold a regularly scheduled meeting on December 16, 2021 at 8:00 p.m. Members of the public may attend the meeting in person or remotely via Zoom.

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 right to meaningfully participate and comment in public proceedings and support teleconferencing as a way to participate.

Guidelines for Public Comment

There are three ways in which members of the public may provide comment as part of this San Mateo County Board of Education 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 meeting to info@smcoe.org using the subject line: “Comment for December 16 Board Meeting.” All comments sent in advance of the meeting will be shared with the San Mateo County Board of Education.

2) Provide Comment in Real-Time Remotely During Meeting:

Members of the public who wish to remotely provide comment must first register to gain access to the meeting. To begin this process, click here: https://bit.ly/smboe12162021. After registering, the participant will receive a confirmation email with information about joining the webinar.

To provide comment during the meeting, use 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 will 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, 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.

3) **Provide Comment In-Person During Meeting:**

Members of the public who wish to provide comment in person at the meeting, must do the following:

- Provide proof of vaccination or a negative result of a COVID-19 test taken within the previous three days. Please arrive early to allow time for review of documentation.
  - As an alternative, rapid antigen tests will be available for meeting attendees who do not provide verification of vaccination or documented test results. Please note, those who opt for onsite testing must wait approximately 20 minutes for results before entering the meeting room.

- Wear a well-fitting mask that covers the nose and mouth without gaps while inside the County Office of Education building.

Those who do not meet the above requirements may participate remotely through Zoom.

- **Speaking to Issues Not on the Agenda:**
  To speak to an item that is not on the agenda, please fill out a speaker card and hand it to the Superintendent. Speakers addressing an item that is not on the agenda will be called during Agenda Item 2, Public Comment.

- **Speaking to Specific Agenda Items:**
  To speak to an item on the agenda, please fill out a speaker card, indicate the agenda item, and hand the card to the Superintendent. When the requested agenda item comes before the Board, the Board President will call the speaker forward.

**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!