



TELECONFERENCE GUIDELINES FOR PUBLIC PARTICIPATION IN MEASURE C CHILD CARE, PRESCHOOL, AND EARLY EDUCATION (CCPEE) COMMUNITY ADVISORY COUNCIL (CAC) MEETINGS

Members of the Public may watch and provide public comment to teleconference meetings as follows:

- Spoken public comments will be accepted during the teleconference meeting. To address the Community Advisory Council, click on the meeting link located at the top of the meeting agenda to access the Zoom-based meeting. You may also call into the meeting by smartphone. Please read the following instructions carefully.
- Written comment is accepted 24 hours prior to the scheduled meeting, unless otherwise noted on the meeting agenda. To provide written comment on an agenda item or to raise an issue as Public Input, you may send an email to Evelyn.Navarro@first5alameda.org. Please include your name, and either the agenda item number you are addressing, or that your comment falls under Public Input. Copies of all written comments submitted by the deadline above will be provided to each CAC member and will be added to the official record. Written comments submitted after the deadline will only be added to the official meeting record. Comments will NOT be read into the record.

You may download the Zoom client or connect to the meeting in-browser. If using your browser, make sure you are using a [supported operating system and current, up-to-date browser](#). Certain functionality may be disabled in older browsers including Internet Explorer.

You will be asked to enter an email address and name.

If you would like to offer spoken public comment:

- We request that you identify yourself by name as this will be visible online and will be used to notify you that it is your turn to speak.
- At the start of the meeting or when the item on which you wish to speak is taken up by the CAC, please utilize the Zoom [Q&A Box](#) to notify First 5 staff that you would like to make public comment. When it is time for public comment, the staff will activate and unmute speakers in turn. Speakers will be notified shortly before they are called to speak.
- When called, please limit your remarks to the time limit allotted on the meeting agenda.

In compliance with the Americans with Disabilities Act (ADA), and upon request, if you need special assistance to participate in a CAC meeting, including interpreter services, please contact Evelyn Navarro at evelyn.navarro@first5alameda.org or (510) 279-6350 as early as possible but at least 72 hours before the scheduled Community Advisory Council meeting so First 5 can make reasonable arrangements to ensure accessibility. Times indicated are estimates and subject to change.