



# INSTRUCTIONS FOR TELECONFERENCE SMART BOARD MEETING IN COMPLIANCE WITH SOCIAL DISTANCING REQUIREMENTS APRIL 15, 2020

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## TELECONFERENCE MEETING ONLY

In compliance with California’s statewide stay at home order and Sonoma and Marin County’s shelter in place order and pursuant to California Governor Gavin Newsom’s Executive Orders N-25-20 and N-29-20, the SMART Board of Directors will convene a teleconference meeting only. During these Executive Orders, SMART will not be offering an in-person meeting location for the public to attend.

The full agenda and meeting packet will be available <https://www.sonomamarintrain.org/district-calendar> on Friday, April 10, 2020. SMART is providing several remote methods for viewing the SMART Board Meetings and providing Public Comment. These alternative methods allow SMART to adhere to social distancing requirements and follow the Governor’s Executive Orders N-25-20 and N-29-20. Members of the public will be able to:

- A. Watch the Board meeting via Livestream
- B. Submit written comment on agenda items prior to the Board meeting
- C. Attend the Board meeting via Zoom (Note: The Zoom meeting ID will be posted online at 1:00 PM the day of the Board meeting)

## A. WATCH THE BOARD MEETING VIA LIVESTREAM

You are able to view live broadcasts of Board meetings online here:

<http://www.sonomamarintrain.org/watch-board-mtg>

To view the meeting, select “View Event” at the time of the meeting.

## B. SUBMIT PUBLIC COMMENT PRIOR TO MEETING

Technology limitations may limit the ability to receive verbal public comments during the meeting. If you wish to make a comment you are strongly encouraged to please submit your comment to SMART by **5:00 PM on Tuesday, April 14, 2020**. Use the following link to submit your comment on agenda items:

<https://www.surveymonkey.com/r/SMARTBoardComments>

## C. ATTEND THE BOARD MEETING VIA ZOOM TELECONFERENCE

SMART will offer the ability to view and participate in Board Meetings by video and phone conferencing using **Zoom Teleconference**.

[Sign-up for a free Zoom account](#). Once you have downloaded the Zoom App on your smartphone, joined from your web browser, or downloaded the Zoom software on your computer, you will be ready to participate in the SMART Board meeting. We strongly suggest you set up your Zoom account prior to the meeting in order to deal with any issues that may arise as you set up your account.

Each Zoom meeting has a unique meeting ID. The Zoom meeting ID for the Board meeting will be posted online at **1:00 PM the day of the Board Meeting** on the SMART website, [click here to see the Meeting ID](#) . Use this unique Meeting ID to join the Board meeting at 1:30 PM, when the meeting is scheduled to commence.

Please be aware that any comments including profanity, obscenity, and discriminatory language will not be allowed into the record in order to avoid disruption of the meeting. If you engage in this activity, your ability to participate via Zoom will be immediately terminated. Your public comment via Zoom is subject to the same **two (2) minute limit** as in-person spoken comments.

### **PUBLIC COMMENT DURING THE ZOOM TELECONFERENCE**

The SMART Board Chair will open the floor for public comment during the Public Comment periods on the agenda. Please check and test your computer settings so that your audio speaker and microphones are functioning. Speakers are asked to limit their comments to **two (2) minutes**. The amount of time allocated for comments during the meeting may vary at the Chairperson's discretion depending on the number of speakers and length of the agenda.

Instructions are listed below on how to provide public comment during the meeting if you are using a computer or smartphone:

- Click on the “raise hand” feature in the webinar controls. This will notify SMART staff that you would like to comment.
- SMART staff will unmute your microphone and state your name when it is your turn to provide public comment.
- A prompt will appear to confirm you would like to be unmuted. Once you accept the prompt, you will have two minutes to provide public comment.
- Once your public comment has ended, you will be muted again.

## **IF YOU DO NOT HAVE A COMPUTER OR SMARTPHONE, YOU MAY STILL PARTICIPATE IN THE BOARD MEETING WITH A REGULAR PHONE**

Begin by calling (707) 285-8181 to obtain the Zoom Meeting ID which will be available at 1:00 PM the day of the Board Meeting. Next, you will need to call Toll-free: +1 (669) 900-6833 to access the meeting via Zoom. You will be prompted to enter the Zoom Meeting ID to connect.

Instructions are listed below on how to provide public comment during the meeting if you are using a regular telephone:

- Dial \*9 (star 9), this will notify SMART staff that you have “raised your hand” for public comment.
- SMART staff will unmute your microphone and state your name when it is your turn to provide public comment
- You will hear “you are unmuted” and then you will have **two (2) minutes** to provide public comment.
- Once your public comment has ended, you will be muted again.

## **TIP AND SUPPORT ON HOW TO USE ZOOM**

Visit Zoom’s Website support page on helpful tips to prepare for the meeting:

<https://support.zoom.us/hc/en-us/categories/201146643>

## **ACCOMMODATIONS FOR PERSONS WITH DISABILITIES:**

Upon request, SMART will provide for written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, to enable individuals with disabilities to participate in and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, service or alternative format requested at least two (2) days before the meeting. Requests should be emailed to Leticia Rosas-Mendoza, Clerk of the Board at [lrosas-mendoza@sonomamarintrain.org](mailto:lrosas-mendoza@sonomamarintrain.org) or submitted by phone at (707) 794-3072. Requests made by mail to SMART’s office, 5401 Old Redwood Highway, Suite 200, Petaluma, CA 94954 must be received at least two days before the meeting. Requests will be granted whenever possible and resolved in favor of accessibility.