

## Yosemite Alpine Community Services District

### Teleconference/Electronic Meeting Protocols and Zoom Tips

(Drafted April 24, 2020)

The guidance below provides useful information for accessing YACSD meetings remotely and establishing protocols for productive meetings.

#### BOARD MEMBERS

- **Attendance.** Board Members should attend District meetings remotely from their homes, office, or an alternative off-site location. As per the Governor's updated Executive Order N-29-20, there is no longer a requirement to post agendas at or identify the address of these locations.
- **Agendas.** Agenda packages will be made available on the District's website. They will also be sent by email to all Directors.
- **Director Participation.** Meeting Chair will recognize individual Board Members and unmute their device so that comments may be heard or will read comments if they are provided in writing only. Board Members will not be muted during the meeting.

#### PUBLIC PARTICIPATION

- **Attendance.** Members of the public will be able to hear and/or see public meetings via phone, computer or smart device. Information about how to observe the meeting is listed below and on the meeting agenda.
- **Agendas.** Agendas will be made available on the District's website and to any members of the public who have a standing request, as provided for in the Brown Act.
- **Public Participation.** The public can observe and participate in a meeting as follows:

#### HOW TO OBSERVE THE MEETING:

- **Telephone:** Listen to the meeting live by calling Zoom at (669) 900-6833 (San Jose). Toll charges may apply; this is not a toll free number. Enter the Meeting ID# 827 0115 9148 followed by the pound (#) key. More phone numbers can be found on Zoom's website at <https://us02web.zoom.us/j/82701159148> if the line is busy. If a password is required follow the phone instructions and type **204065** for the password.
- **Computer:** Watch the live streaming of the meeting from a computer by navigating to <https://us02web.zoom.us/j/82701159148> using a computer with internet access that meets Zoom's system requirements. (See

<https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>) Password – **204065**

- **Mobile:** Log in through the Zoom mobile app on a smartphone or device and enter Meeting ID# 827 0115 9148.
- **Anywhere a password is required please type in 204065**
- All links are available on the District's website:  
[yosemitealpinecsd@specialdistrict.org](mailto:yosemitealpinecsd@specialdistrict.org)

#### **HOW TO SUBMIT PUBLIC COMMENTS:**

- **Before the Meeting:** Please email your comments to Board Chair, Karen Green at [greenbeans5@comcast.net](mailto:greenbeans5@comcast.net) Write "Public Comment" in the subject line. In the body of the email include the agenda item number and title, as well as your comments. If you would like your comment to be read aloud at the meeting (not to exceed three minutes), prominently write "Read Aloud at Meeting" at the top of the email. Copies of all timely received written comments will be provided to the Board and will be added to the official record. During the meeting public comments may be made by phone and on-line participants.

#### **FOR ALL PARTICIPANTS:**

- **Get Connected:** Please download Zoom application for your device and familiarize yourself with how to utilize this tool. There is no cost for using the application.
- **Check Sound:** Check your sound before the meeting. There is a way to do this once you are in Zoom.
- **Raise Hand:** Select Raise Hand if you would like to speak during the meeting. Browse Zoom to locate this option. If you are participating in the meeting by phone, press \*9 to indicate you wish to speak; press \*6 to toggle mute/unmute.
- **Muting:** All participants will be muted by default when entering the meeting.
- **Gallery View:** Gallery View will show everyone using video at the meeting.

We anticipate that this process of moving to remote meetings will likely include some challenges and hope that all will bear with us as we navigate this process.