



MEETING PROCEDURES & INFORMATION

How to participate in Public Comment and/or to speak on an agenda item in the meeting:

By Email

Written comments will only be accepted via email to recreation@ci.richmond.ca.us by no later than 3 p.m. on the day of the scheduled meeting. The comments will be read at the top of the Public Comment portion of the agenda. Emails MUST contain in the subject line:

1. Public Comments
2. Public Comments agenda item #__ [include the agenda item number].

Emails that do not contain the correct identifying information in the subject line may be overlooked and may not become part of the record. Emails received after 3 p.m. will not be read into the record. Emails received after 3 p.m. will, however, be posted on-line following the meeting as part of the supplemental materials attached to the meeting minutes.

In Person

Anyone may make an oral comment, even if a written comment was submitted. However, each speaker may only raise their hand once to make one (1) oral public comment per agenda item.

Anyone who desires to address the Task Force on items appearing on the agenda, including Public Comments, may raise their hand upon the Chair's announcement of the public comment period. The Chair will recognize each speaker. Each speaker will be allowed up to two (2) minutes to speak.

Conduct at Meetings:

Richmond City Council meetings are limited public forums during which the City strives to provide an open, safe atmosphere and promote robust public debate. Members of the public, however, must comply with state law, as well as the City's laws and procedures and may not actually disrupt the orderly conduct of these meetings. The public, for example, may not shout or use amplifying devices, must submit comment cards and speak during their allotted time, may not create a physical disturbance, may not speak on matters unrelated to issues within the jurisdiction of the City Council or the agenda item at hand, and may not cause immediate threats to public safety.

[Click here for City Harassment Policy](#)

Accessibility for Individuals with Disabilities

Upon request, the City will provide for written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services and sign language interpreters, 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, auxiliary aid, service or alternative format requested at least two days before the meeting. Requests should be emailed to recreation@ci.richmond.ca.us or submitted by phone at (510) 620-6563. Requests will be granted whenever possible and resolved in favor of accessibility.

Record of public comments:

Public comments will be considered a public record, put into the official meeting record. Public comments will be available after the meeting as supplemental materials and will be posted as an attachment to the meeting minutes when the minutes are posted:

<https://www.ci.richmond.ca.us/Archive.aspx?AMID=183>.