



Instructions for Teleconference Marin Transit Board of Directors Meeting in Compliance with Social Distancing Requirements May 4, 2020

TELECONFERENCE MEETING ONLY

In compliance with California's statewide stay at home order 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 Marin Transit Board of Directors will convene a teleconference meeting only. During these Executive Orders, Marin Transit will not be offering an in-person meeting location for the public to attend.

The full agenda and meeting packet will be available <https://marintransit.org/board> on Thursday, April 30, 2020. Marin Transit is providing several remote methods for viewing the Marin Transit Board Meeting and providing Public Comment. These alternative methods allow Marin Transit 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. Submit written comment on agenda items prior to the Board meeting
- B. Attend the Board meeting via Zoom (Note: The Zoom meeting ID will be posted online at 9:00 AM the day of the Board meeting)

A. 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 Marin Transit by **9:00 AM on Monday, May 4, 2020**. Use the following link to submit your comment on agenda items: <https://marintransit.org/board>

B. ATTEND THE BOARD MEETING VIA ZOOM TELECONFERENCE

Marin Transit 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 Marin Transit 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 **9:00 AM the day of the Board Meeting** on the Marin Transit website, [click here to see the Meeting ID](#) . Use this unique Meeting ID to join the Board meeting at 10:00 AM, 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 **three (3) minute limit** as in-person spoken comments.

PUBLIC COMMENT DURING THE ZOOM TELECONFERENCE

The Marin Transit Board President 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 **three (3) minutes**. The amount of time allocated for comments during the meeting may vary at the President'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 Marin Transit staff that you would like to comment.
- Marin Transit 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 three 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 (415) 226-0855 to obtain the Zoom Meeting ID which will be available at 9:00 AM 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 Marin Transit staff that you have “raised your hand” for public comment.
- Marin Transit 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 **three (3) minutes** to provide public comment.
- Once your public comment has ended, you will be muted again.

TIPS 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, Marin Transit 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 Rodolfo Saldana, Clerk of the Board at rsaldana@marintransit.org or submitted by phone at (415) 226-0855. Requests made by mail to Marin Transit's office, 711 Grand Ave, Suite 110, San Rafael CA 94901 must be received at least two days before the meeting. Requests will be granted whenever possible and resolved in favor of accessibility.