



# BEST PRACTICES FOR JOINING SLVWD BOARD & COMMITTEE VIRTUAL MEETINGS

The San Lorenzo Valley Water District welcomes the public's participation in its Board of Directors and committee meetings. The District asks anyone desiring to participate and voice their questions, comments, and/or concerns, to follow these best practices.

For more information on the Brown Act:  
[https://www.cacities.org/Member-Engagement/Professional-Departments/City-Attorneys-Department/Publications/Open-Public-IV\\_-A-Guide-to-the-Ralph-M-Brown-Act-.aspx](https://www.cacities.org/Member-Engagement/Professional-Departments/City-Attorneys-Department/Publications/Open-Public-IV_-A-Guide-to-the-Ralph-M-Brown-Act-.aspx)

Contact the District Secretary with questions or comments at:  
[hhossack@slvwd.com](mailto:hhossack@slvwd.com)



Check the meetings calendar on the District's website at: [www.slvwd.com](http://www.slvwd.com).

Sign up for notification of meetings you are interested in. Visit the NOTIFY ME page at: <https://www.slvwd.com/subscribe>

When joining a video/teleconference meeting, please mute yourself and stay muted until you are called upon by the Board President or Committee Chair.

All questions and comments should be addressed to the Board President or Committee Chair. That person will bring other members or staff into the conversation if necessary. Best practice is to use the raise hand feature and the Board President or Committee Chair will call on you.

Do not use the "Chat" feature. "Chat" may be useful in other circumstances, but it doesn't work for public meetings with Brown Act requirements. Any questions or comments posted in the chat will not be responded to by staff or the Board of Directors.

Please do not speak longer than the time allotted to you. This is usually 5 minutes, but the President or Chair can change that amount of time depending on the circumstances of the meeting.

Please do not attempt to speak more than once on a single item unless asked to do so.

Please do not respond with back-and-forth conversation with a member of the Board, committee, or staff.