



Montecito Sanitary District

1042 Monte Cristo Lane
Santa Barbara, CA 93108

A Public Service Agency

Phone: (805) 969-4200
www.montsan.org

Virtual Meeting Protocols

These protocols are utilized in accordance with [CA Government Code §36813](#) and [CA Executive Order No. N-29-20](#) in order to facilitate the Board of Directors' virtual meetings, and were adopted by the Board of Directors at its meeting on April 9, 2020 and updated on January 4, 2021.

For information on Public Comment, please see [Instructions for Public Comment](#) on our website.

➤ **General Notice Regarding Virtual Meetings:**

- All meetings of the Board of Directors will be recorded including, without limitation, public comment.
- Such recordings may include the screen name or displayed telephone number of individuals who are part of the audience even if they do not choose to provide public comment.
- Unless you are providing public comment, your audio will be muted and your video will be disabled.
- If you choose to provide public comment, the Board President, General Manager, or Clerk to the Board will identify you and unmute your audio; you may share your video at this time; your video will be disabled after your comment period has ended.
- Closed Sessions of the Board of Directors will not be recorded.

➤ **Public Communications:** The following applies to persons wishing to provide public communications regarding agenda items for either a regular meeting or a special meeting:

- At least 24 hours before a meeting, send correspondence to the District via email staff@montsan.org; correspondence of fewer than 50 words will be read into the record; longer than 50 words will be distributed to the Board of Directors without being read into the record; OR
- At least 24 hours before a meeting, contact the District via email at staff@montsan.org; or 805-969-4200 to request to address the Board of Directors via audio and/or video during the meeting; OR
- During the meeting, use the “raise hand” or “chat” function in zoom meetings before the close of public comment. To the extent feasible, the communication will be read into the record. You will be recognized in the order that your “raise hand” was received; OR
- Public comment may be submitted via submitted telephone during the meeting, before the close of public comment, by calling the Zoom phone number 1-669-900-6833 and entering the appropriate Zoom Meeting ID as noted in the corresponding agenda, and then press pound #. When prompted to enter participation ID number, press pound (#) again. To make a public comment, enter star nine (*9) on your phone keypad during public comment section. This prompts the Zoom “raise hand” function. You will be recognized in the order that your “raise hand” was received.

➤ **Meeting Decorum:**

- Persons wishing to be audience members may do so anonymously. Anonymous participants, however, will not be recognized for public comment.
- Persons with names that violate community standards, e.g., fighting words, will not be admitted into the meeting. The District's host will notify those persons in the waiting room that they must either change their participation meeting name or will not be admitted into the meeting.
- Persons will not be allowed to rename themselves upon being admitted to the meeting from the waiting room.
- Persons who seek to bypass the District's host controls will be dropped and blocked from the meeting.