

EXHIBIT A

VIRTUAL MEETING PROTOCOLS CITY OF BELLFLOWER

These protocols are utilized in accordance with Government Code § 36813 and Executive Order No. N-29-20 in order to facilitate the City Council's virtual meetings.

➤ **General Notice Regarding Virtual Meetings:**

- All meetings of the City Council will be recorded including, without limitation, public comment.
- Such recordings will include the screen name or displayed telephone number of individuals who are part of the audience even if they choose not to provide public comment.
- Unless an individual is providing public comment, his/her audio will be muted and video will be disabled.
- If an individual chooses to provide public comment, the City Clerk will identify the participant and unmute his/her audio.
- Closed Sessions of the City Council – if any – 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 an email to cclerk@bellflower.org to provide the City Clerk's Office with an email not longer than 50 words to be read into the record; **OR**
- At least 24 hours before a meeting, provide the City Clerk's Office with written correspondence longer than 50 words – whether email or otherwise – that will be distributed to the City Council without being read into the record; **OR**
- At least 24 hours before a meeting, contact the City Clerk's Office via email at cclerk@bellflower.org or by phone (562) 804-1424, ext. 2222 to request to address the City Council electronically via audio/video during the meeting; **OR**
- During the meeting, send an email to cclerk@bellflower.org before the close of public comment. To the extent feasible, the communication will be read into the record; **OR**

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- During the meeting, individuals may utilize the “raise hand” option to be recognized by the City Council at the public comment sections identified on the City Council agenda. Individuals wishing to provide public comment will be recognized in the order that the “raise hand” notification was received; **OR**
- Public comment may be submitted via telephone during the meeting using the method described on the corresponding agenda.

For Regular Meetings: Public Comment regarding any item of public interest within the City Council’s subject-matter jurisdiction will be accepted in the “Public Comment” section of the City Council Agenda.

For Special Meetings: Government Code § 54954.3(a) allows the City to limit public comment to only matters listed on the agenda. No other public comment will be accepted.

➤ **Meeting Decorum:**

- Persons wishing to be audience members to the meeting 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 City’s host will notify those persons in the waiting room that they must either change their participation meeting name or will not be allowed into the meeting.
- Persons will not be allowed rename themselves upon being admitted to the meeting from the “waiting room.”
- Persons who seek to by-pass the City’s host controls will be dropped, and blocked, from the meeting.