

# PUBLIC COMMENT INSTRUCTIONS FOR SAN FRANCISCO CITY & COUNTY RESIDENTS



**1**

**DIAL** the Toll-Free Number listed for the meeting (listing of meetings [HERE](#)).

**2**

Enter the Access Code then press '#'.

**3**

Press # again to join the meeting as a participant. You will hear a beep when you have entered the meeting.

**4**

When you hear the beep: a) Stop and listen b) Wait for Public Comment to be announced (by Item # or for General Public Comment)

**5**

When the Clerk calls Public Comment, dial \* 3 to be added to the speaker line.

**6**

When you dial \* 3, you will hear 'You have raised your hand to ask a question. Please wait to speak until the host calls on you.' – wait for your turn to speak.

**7**

When you hear 'Your line has been unmuted.' – **THIS IS YOUR OPPORTUNITY TO PROVIDE YOUR PUBLIC COMMENT** after the Beep.

**8**

You will have the standard 2 minutes to provide your comments.

**9**

Once your 2 minutes have ended, you will be moved out of the speaker line and back listening as a participant in the meeting (unless you disconnect).

**10**

Participants who wish to speak on other items on the Agenda or for other comment periods may stay on the meeting line and listen for the Clerk's next prompt.

**Introduce yourself:** Hello, my name is \_\_\_ and I am calling from \_\_\_.

**State your position:** I am calling to support financial opportunities, housing, quality education, justice reform, and doula access for Black and Pacific Islander families.

**Explain the reasons for your support:** This is your opportunity to speak your truth and why it is important to prioritize financial opportunities, housing, quality education, justice reform, and doula access for Black and Pacific Islander families. If you need guidance on a few points to mention, see our most recent annual report [HERE](#).

**Thank you:** Thank everyone for their time and express final hopes for support.

Interpretation services are available at all full Board of Supervisors meetings. If you require interpretation services for a Committee meeting, please contact the Clerk of the Committee, email [board.of.supervisors@sfgov.org](mailto:board.of.supervisors@sfgov.org), or call (415) 554-5184 at least 48 hours in advance of the meeting.

