

## Posting Instructions for a CalMHSa Meeting

In the event that a board or committee member is unable to participate in a meeting in person, he or she may choose to host a remote meeting location and participate via phone. This is the process to be followed:

1. One month prior to the meeting, the board or committee member's staff will notify CalMHSa staff of the board or committee member's intention to participate via telephone and will provide the address of the member's meeting room. The meeting room must be accessible to the public and must include a speaker phone and seating for members of the public who wish to attend at that location.
2. One week prior to the meeting, CalMHSa staff will provide the board or committee member's staff with a PDF of the agenda along with an electronic file of the CalMHSa Public Comment Card.
3. The board or committee member's staff will post the agenda 72 hours prior to the start of the meeting at the address listed on the agenda in a location visible to the public (lobby, reception area, front door, etc.).
4. On the day of the meeting, the board or committee member will facilitate comment from members of the public during times when the President or Co-chair calls for public comment at that member's location. For those members of the public wishing to make a comment, a public comment card will be completed and collected by the board or committee member. Following the conclusion of the meeting, the board or committee member's staff will send all completed public comment cards to CalMHSa staff for inclusion in the meeting minutes.
5. During the meeting the President or Co-chair will ask for board or committee member comment and votes (on certain agenda items) via roll call. To make this process easier, the President or Co-chair will take comments/votes from the members present at the main meeting site followed by members on the phone, by location.