To participate in the Richmond City Council Education and Human Services Standing Committee meeting on Thursday, April 1, 2021, at 2:00 p.m., you have the following options:

1. **Provide public comment during the live virtual meeting via Microsoft Teams.**

   To request to speak during the Public Comment Period or during any of the meeting's public hearings, you must sign up prior to the meeting by either:

   a. *Calling the City Clerk's office at 646-7955 and selecting option 3. If staff is not available to take your call, please leave a voicemail with your request to speak, your name, and your contact number, and the City Clerk's staff will return your call for registration; **or***

   b. *Sending an email to CityClerksOffice@richmondgov.com with your request to speak along with your name.*

   *Public speakers must make contact with the City Clerk's office no later than **Thursday April 1, 2021 at 10:00 a.m.,** to participate during the meeting. Participation guidelines and instructions will be provided to individuals before the meeting.*

   Those who have signed up to speak, will be called upon at the appropriate time, and the applicable time limits will be enforced.

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2. **Provide written comment regarding proposed legislation on the agenda prior to the meeting.**

   Citizens are encouraged to provide their comments in writing to CityClerksOffice@richmondgov.com in lieu of speaking through audio or video means during the meeting.

   When submitting your comments by email, be sure to include in your email (i) your full legal name, (ii) any organizations you represent, and (iii) any economic or professional relationships that would be affected by the adoption of the legislation on which you are commenting.

   The person responsible for receiving written comments is Candice D. Reid, City Clerk.

   *All written comments received via email prior to **10:00 a.m.** on **Thursday April 1, 2021,** will be provided to all members of the committee prior to the beginning of the meeting and will be included in the record of the meeting.*