

*To access or participate, or both, in the Organizational Development Standing Committee meeting on Monday, May 4, 2020, at 5:00 p.m., you have the following options:*

**1. Listen to the meeting by phone but not participate.**

*You may listen to the meeting audio only from your phone by dialing \*67-804-316-9457 and when prompted, enter conference ID 225858355#*

**2. Watch the meeting online by computer, tablet or smartphone but not participate.**

*The meeting will be streamed live online at the following web address:*

*<https://richmondva.legistar.com/Calendar.aspx>. To watch the meeting's live stream at the web address provided, find and click the link that reads, "In Progress" in the farthest right hand column entitled, "Video".*

**3. Provide public comment regarding proposed legislation on the agenda prior to the meeting.**

*Citizens are encouraged to provide their comments in writing to [CityClerksOffice@richmondgov.com](mailto: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 Monday, May 4, 2020**, 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.*

**4. Provide public comment regarding proposed legislation on the agenda during the live virtual meeting via Microsoft Teams.**

*To request to speak during the meeting's public hearings, you must sign up prior to the meeting by either:*

- 1. 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 call you to sign you up; or*
- 2. Sending an email to [CityClerksOffice@richmondgov.com](mailto: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 **Monday, May 4, at 10:00 a.m.**, to participate during the meeting. Participation guidelines and instructions will be provided to individuals at the time they sign up.*

*Those who have signed up to speak concerning a specific item of legislation before the committee, will be called upon at the appropriate time, and the applicable time limits will be enforced.*