

# CalHFA Public Comment Guide

How to observe and offer public comments  
at CalHFA Board of Directors meetings



All open session meetings of the CalHFA Board of Directors are recorded and posted online for public access. By addressing the Board, you agree to be recorded and broadcast on video. All meeting agendas, notices, and materials are posted on the [Board Meeting](#) section at [www.calhfa.ca.gov](http://www.calhfa.ca.gov).

## Participant options



### Zoom Events

**Register** for the meeting by clicking on the Zoom link in the meeting agenda or notice.

**Join** the meeting when it starts by clicking on the link in the confirmation email you received after registering.

**Comment** during the public comment portion of the meeting by clicking on the “raise hand” icon. This will alert the meeting organizer that you have a question. Your comment will be part of the official public record.



### Email

**Email** your written comments to [feedback@calhfa.ca.gov](mailto:feedback@calhfa.ca.gov) in advance of the meeting, up until 5 p.m. the day before the meeting. Please include the following in your email:

- ◆ Your first and last name (not required, you may still submit without identifying yourself).
- ◆ The agenda item you are commenting on.
- ◆ Your comment, which will become part of the meeting’s official record.



### In-person

**Comments** will be taken during the public comment portion of the meeting. If you are attending the meeting in-person and would like to make a comment, please follow these guidelines:

- ◆ Fill out a speaker’s card located on the meeting materials table
- ◆ Speaker cards will be collected by staff prior to the public comment portion of the meeting
- ◆ The Board Chair will recognize you when it is your turn to speak
- ◆ Time is limited; please keep your comments concise, no more than two minutes long

## View-only option



### YouTube

**Visit** our [YouTube channel](#) and click on the Live meeting.

The California Housing Finance Agency (CalHFA) complies with the Americans with Disabilities Act by ensuring that the meeting facilities are accessible to persons with disabilities and providing this notice and information in appropriate alternative formats when requested. If you need further assistance to access and participate in a CalHFA Board meeting, including disability-related modifications or accommodations, you may contact CalHFA no later than five calendar days before the meeting at (916) 326-8084.