

# CALHFA PUBLIC MEETING GUIDE

## How to Observe and Offer Public Comments at CalHFA Board of Directors Meetings



The Board meetings of the California Housing Finance Agency will be conducted pursuant to California Government Code Section 11120-11132.

### PLEASE NOTE:

- All open session meetings of the CalHFA Board of Directors are recorded and posted online for public access.
- Members of the public may attend the meeting in-person or view the meeting live via webcast.
- By addressing the Board, you agree to being 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).

## HOW TO VIEW THE MEETING via Livestream:

For those who only wish to watch the meeting, the webcast is available to view live by clicking on the link found on the meeting notice and agenda.

## HOW TO PROVIDE COMMENTS

### In-Person Public Comments:

The public is encouraged to comment on any item on the agenda. 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 public 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

### eComments:

Written comments should be emailed to [feedback@calhfa.ca.gov](mailto:feedback@calhfa.ca.gov) in advance of the meeting, up until 5:00 p.m. the day before the meeting.

Please include the following information with your comment:

- Your first and last name (not required, you may submit without identifying yourself).
- The agenda item you are commenting on.
- Written comments will be shared with the Board and will become part of the meeting's official record.

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.