

How to Provide Public Comment at RWC Meetings

Rossmoor Walnut Creek (RWC) of Walnut Creek

1001 Golden Rain Road, Walnut Creek, CA 94595 (Gateway Clubhouse)

The Rossmoor Walnut Creek (RWC) encourages **RWC members** to participate in the governance process by submitting public comments at RWC Board and Advisory Committee meetings. Comments may be provided:

- In person during meetings
- Via Zoom
- In writing by email
- By delivering a hard copy to the RWC Board Office at the Gateway Clubhouse

Note: Participation is limited to RWC members. Individuals who are not RWC members (e.g., tenants, caregivers) may not provide public comment unless designated to speak on behalf of a member with written consent.

RWC Board Meetings

The RWC Board typically meets as follows:

- **Regular Meeting:** Last Thursday of each month at 9:00 a.m.

Exception: In November and December, a combined meeting is held on the 1st Thursday of December.

- **Mid-Month Meeting:** 2nd Tuesday of each month at 9:00 a.m. (scheduled as needed)

All meetings are held in **Peacock Hall**, unless otherwise noted.

Advisory Committees typically meet monthly.

Meeting schedules and locations are available at:

<https://rossmoor.com/residents/grf/grf-board-and-committee-meetings/>

Member Forum Slips

To speak during the public comment period (**Member Forum**), **RWC members** must complete a Member Forum slip. Slips are available:

- At the meeting room entrance prior to the meeting
- At the RWC Board Office (Gateway Clubhouse)
- Online at:

<https://rossmoor.com/residents/grf/grf-board-and-committee-meetings/>

In-Person Public Comment

To speak in person at a RWC Board or Committee meeting:

- **RWC Board meetings:** Submit a completed Forum slip to the Board Secretary **before the Member Forum begins.**

- **Committee meetings:** Submit a completed slip to the Committee Chair, Secretary, or designated staff liaison **before the meeting begins**.

If speaking on behalf of another member, a **signed written consent** is required using the following format:

"I, [RWC member's full name and Rossmoor address], give [speaker's full name] permission to speak on my behalf regarding [topic]."
[Signature of member]

Public Comment Rules:

- A RWC member may represent themselves and/or **one other member only**.
- Speakers are limited to **two minutes**.
- Speakers must maintain proper decorum. Personal attacks, threats, or disruptive behavior will not be tolerated. RWC reserves the right to expel violators or restrict future participation.

Zoom Participation

RWC members may also speak during meetings held via Zoom.

To speak via Zoom:

- Use the "Raise Hand" feature (or press *9 by phone) **before the start of Member Forum**.
- When called upon, state your **full name and Rossmoor address**.
- If speaking on behalf of another member, send the **signed consent form** to **rwcbboard@rossmoor.com** by **2:00 p.m. the day before the meeting**.

Email and Written Submissions

Members may submit written comments to be **read aloud** during the meeting or simply **shared with the Board or committee**.

To submit by email:

- **RWC Board:** Email **rwcbboard@rossmoor.com** by **2:00 p.m. the day before the meeting**.
- **Committees:** Email the appropriate address by 2:00 p.m. the day before.
 - Aquatics and Fitness: **afac@rossmoor.com**
 - Audit: **audit@rossmoor.com**
 - Finance: **fc@rossmoor.com**
 - Golf Advisory: **gac@rossmoor.com**
 - Compensation, Planning, Policy, Ad Hoc, Task Force: **rwcbboard@rossmoor.com**

Include:

- Full name and Rossmoor address
- Maximum of **250 words** for emails to be read aloud during the meeting.
- Signed consent form if speaking on behalf of another member.
- Note: Readings will stop after two minutes.

Email Subject Line Formatting:

To ensure proper routing, please use one of the following:

- **RWC Board:**
 - *Subject: Letter to the Board* (for correspondence not read aloud)
 - *Subject: Member Forum – Board* (for comments to be read aloud)
- **Committees:**
 - *Subject: Letter to the [Committee Name]*
 - *Subject: Member Forum – [Committee Name]*

Example: *Member Forum – Planning Committee*

High-Volume Topics:

If more than **ten Member Forum comments** are received on the same topic:

- The **first ten** will be read aloud
- Remaining comments will be included in the public record via the agenda packet or online

How to Watch RWC Meetings

Live Viewing:

- **Zoom links** are provided at:
<https://rossmoor.com/residents/grf/grf-board-and-committee-meetings/>

Recorded Meetings:

- Recordings are posted at:
 - [Rossmoor.com](https://rossmoor.com)
 - [YouTube – Rossmoor TV Walnut Creek](#)

Meeting Agendas & Recordings

Access meeting information for the RWC Board and Committees at:

<https://rossmoor.com/residents/grf/grf-board-and-committee-meetings/>

Disclaimer:

All RWC Board and Advisory Committee meetings are recorded and/or broadcast. By attending and participating—whether in person, via Zoom, or by submission, each speaker agrees to, and releases RWC from, any liability associated with the recording or broadcast of their voice and/or likeness for lawful purposes without compensation.

Updated: 5/29/25