Virtual Meeting – Public Participation

Instructions

To participate online during a virtual Board/Commission/Committee or Zoning Administrator Meeting:

1. Go to the Zoom meeting link provided on the review authority webpage or published agenda. (Access to the meeting will be available no later than 10 minutes prior to the meeting start time).
2. You will be participating in the meeting as an “Attendee” and will be able to see the meeting “panelists” or review authority members on the video feed. Your video feed will not appear, and your microphone will be muted except when you are acknowledged, if requested, during public comment opportunities.

What to expect during while participating online in a virtual Board/Commission/Committee or Zoning Administrator Meeting:

1. As the Chair/Zoning Administrator moves through the agenda, he/she/they will call out the opportunity for public comment.
2. The Chair/Zoning Administrator will ask if there is anyone wishing to speak on Item X. If you do, please use the "raise your hand" feature. Once you press the raise your hand button, the host will be made aware you have a comment. Please do not "raise your hand" before the Chair/Zoning Administrator has called for public comment on the agenda item.

   How to Find the Raise Your Hand Feature
   For a Windows Computer Simultaneously Press the Alt Key and Y
   For a Mac Computer Simultaneously Press the Option Key and Y
   The Raise Your Hand feature can also be located by pressing the "Participants" button or the "...", button on a touch screen device.

3. The Host will then go one by one through the participants
   a. Enable speaker permissions
   b. Ask speaker to identify themselves
   c. Confirm item number they are wishing to speak on
   d. Start timer and allow public comment for 3 minutes or a time to be determined by the Chair/Zoning Administrator
   e. Speaker permissions will be disabled after 3 minutes, but you can speak on an additional agenda item if you so choose, following these same steps.
   f. The Host will move on to the next participant until all hands have been addressed for the specific item being heard.
4. The Chair/Zoning Administrator will announce that was final public comment on that item.
5. The Chair/Zoning Administrator proceeds with meeting.
6. Members of the public will have the opportunity to speak on each agenda item following the above outline process for each item of the virtual meeting.
To participate by phone during a virtual Board/Commission/Committee or Zoning Administrator Meeting:

1. Dial the phone number and Webinar ID provided on the review authority webpage or published agenda. (Access to the meeting will be available no later than 10 minutes prior to the meeting start time).
2. You will be participating in the meeting as an “Attendee,” and your telephone microphone will be muted except when you are acknowledged, if requested, during public comment opportunities.

What to expect during while participating by phone in a virtual Board/Commission/Committee or Zoning Administrator Meeting:

1. As the Chair/Zoning Administrator moves through the agenda, he/she/they will call out the opportunity for public comment.
2. The Chair/Zoning Administrator will ask if there is anyone wishing to speak on Item X. If you wish to speak, please press *9 on your phone keypad. Once you enter *9, the host will be made aware you have a comment.
   *Please do not enter *9 before the Chair/Zoning Administrator has called for public comment on the agenda item.
3. The Host will then go one by one through the participants
   a. Enable speaker permissions
   b. Ask speaker to identify themselves
   c. Confirm item number they are wishing to speak on
   d. Start timer and allow public comment for 3 minutes or a time to be determined by the Chair/Zoning Administrator
   e. Speaker permissions will be disabled after 3 minutes, but you can speak on an additional agenda item if you so choose, following these same steps.
   f. The Host will move on to the next participant until all hands have been addressed for the specific item being heard.
4. The Chair/Zoning Administrator will announce that was final public comment on that item.
5. The Chair/Zoning Administrator proceeds with meeting.
6. Members of the public will have the opportunity to speak on each agenda item following the above outline process for each item of the virtual meeting.