

# HOW TO PARTICIPATE IN PUBLIC MEETINGS



## DURING THE PANDEMIC

### Public Comment While Attending Council Meeting Through Zoom Virtual Platform

The Mayor will request public comment during the Public Comment periods on the agenda (Consent Calendar, Informational Items, Public Hearing (if any) and Regular Calendar Item(s)). Once the Mayor has announced the public comment period, please do one of the following.

#### **USING A COMPUTER OR SMART PHONE:**

- Click on the “Raise Hand” feature in the webinar controls. This will notify Meeting Host that you have raised your hand.
- Meeting Host will unmute your microphone when it is your turn to provide public comment.
- A prompt will appear to confirm you would like to be unmuted and then you will have three minutes to provide public comment.
- Once your public comment has ended, you will be muted again.

#### **USING A REGULAR PHONE:**

- Dial \*9 (star 9), this will notify the Meeting Host that you have “raised your hand” for public comment.
- Meeting Host will unmute your microphone when it is your turn to provide public comment.
- You will hear “you are unmuted” and then you will have three minutes to provide public comment.
- Once your public comment has ended, you will be muted again.