

## COMMUNITY TRANSIT

### GUIDE: HOW TO PROVIDE PUBLIC COMMENT USING ZOOM WEBINAR

Use the Zoom Webinar information found on the meeting agenda. Upon entering the Webinar meeting, you will be automatically on mute and your camera will be off.

The public will be given the opportunity to speak for up to 3 minutes during the Public Comment portion of the agenda. Sign up to speak by completing this [Sign Up Form](#). Advance sign up is not required but is requested by 4 pm the day before the meeting to support the administration of the remote meeting platform.

#### IF YOU SIGNED UP TO SPEAK

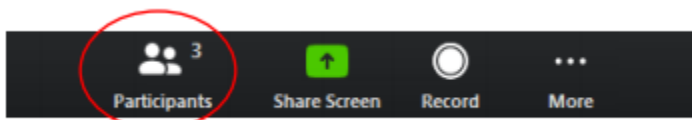
The Chair will announce and open Public Comments.

- Comments will be taken in order of sign-up and limited to 3 minutes.
- When the clerk/chair calls your name, staff will allow you to talk through Zoom.
- You will now have access to speak. Unmute your microphone (unmute button or \*6 if joined by phone) so that all participants can hear you. Video and screen share access will not be available.
- After your comments, you will be returned to participant status and will no longer be able to mute/unmute your microphone.
- If you have materials to distribute to the Board you may do so by delivering a copy to the Executive Board Administrator in advance of the meeting.

#### ADDITIONAL COMMENTS

The Chair will ask if anyone else would like to make public comments. Those interested will need to “Raise their Hand” at this time.

- Use the “Raise Hand” feature to indicate you want to participate in public comment. Click the Participants Icon to open the Participants tab.



- See the “Attendee” List and Click “Raise Hand,” to indicate that you would like to make a comment.
- If you have joined by phone, press \*9 to raise your hand.
- When the clerk/chair calls your name, staff will allow you to talk through Zoom.
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