

HOW TO PARTICIPATE VIRTUALLY IN



PUBLIC MEETINGS

Public Comment While Attending Public Meetings Through Zoom Virtual Platform

The Mayor or meeting leader will request public comment during the Public Comment periods on the agenda. Once the Public Comment period has been announced, 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 a specified amount of time to provide public comment, usually a maximum of two or three minutes.
- 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 a specified amount of time to provide public comment, usually a maximum of two or three minutes.
- Once your public comment has ended, you will be muted again.

Important Notice: The City of Sebastopol shows both live broadcasts and Video Archive of its meetings over the Internet. Your attendance at this public meeting may result in the recording and broadcast of your image and/or voice. Videos are available for one year from date of meeting.