

How to Participate in Sebastopol City Meetings Virtually



On the City's website www.cityofsebastopol.org click on the white **City Meetings** button on the homepage - Here you will find the City Meetings. Click on the meeting to see the Meeting Agenda, links to all related documents, and Zoom links and instructions for joining the meeting.

On the **Meeting Page**, click on the Link under **Join Zoom Meeting**. The Meeting ID and Passcode are listed under the link and are posted the Thursday before the meeting.

Once you have joined the Zoom meeting, the Mayor or meeting leader will request **public comment** during the Public Comment periods on the agenda. Once the Mayor or meeting leader has announced the public comment period, please do one of the following:



OR



Public Comment 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.

Public Comment 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.

I don't want to provide public comment live; can I provide my public comment for the record another way?

Of course! To submit Public Comments for City Council Meetings: email mgourley@cityofsebastopol.org, or call (707) 823-1153. For Planning Commission and Public Arts Committee Meetings: email kvanstrom@cityofsebastopol.org, or call (707) 823-6167. For Design Review/Tree Board and Climate Action Committee Meetings: email jjay@cityofsebastopol.org or call (707) 823-6167.

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.

I don't have a computer or smart phone; can I still use Zoom?

No problem! Call City Hall at (707) 823-1153 no later than 1 hour before the meeting and request the Meeting ID and Passcode for the upcoming meeting. You may then participate by calling 1(669) 900-6833 and entering the Meeting ID and Passcode and following the verbal prompts.



I am having difficulties preparing for the meeting and learning Zoom, do you have any resources to help me?

Yes, please visit Zoom's website support page on helpful tips to prepare for the meeting: <https://support.zoom.us>

