# How to Participate in Sebastopol City Meetings Virtually







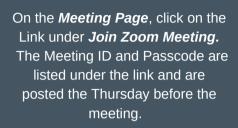




On the City's website

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.



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 <a href="mailto:mgourley@cityofsebastopol.org">mgourley@cityofsebastopol.org</a>, or call (707) 823-1153. For Planning Commission and Public Arts Committee Meetings: email <a href="mailto:ksvanstrom@cityofsebastopol.org">ksvanstrom@cityofsebastopol.org</a>, or call (707) 823-6167. For Design Review/Tree Board and Climate Action Committee Meetings: email <a href="mailto:jjay@cityofsebastopol.org">jjay@cityofsebastopol.org</a> 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.

