

## 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 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 12:00 pm the day of the meeting to support the administration of the remote meeting platform.

#### IF YOU SIGNED UP TO SPEAK

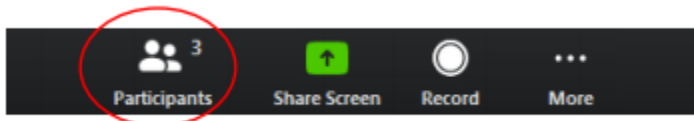
The Chair will announce and open Public Comments.

- Comments will be taken in order of sign-up and limited to 3 minutes.
- When the Chair calls your name, staff will promote you from an “Attendee” to a “Panelist.” You will see a flash on your screen and a message that you are rejoining the meeting.
- As a panelist, you are able to speak and use your video.
- After you have made your comments, staff will return you to a meeting “Attendee.”

#### 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 calls your name, staff will promote you from an “Attendee” to a “Panelist.” You will see a flash on your screen and a message that you are rejoining the meeting.
- As a panelist, you are able to speak and use your video.
- After you have made your comments, staff will return you to a meeting “Attendee.”