AQAC Webex Meeting Public Participation

As a member of the public attending the Air Quality Advisory Council meeting you may listen, watch, and comment as necessary. However, in order to reduce possible interruptions your controls will be limited. During the meeting you are only allowed to watch and/or listen to the proceedings until it is time for public comments. **We recommend testing your connection and computer audio any time prior to the meeting at** https://www.webex.com/test-meeting.html**.** While it is strongly recommended that you download the application Webex, you do have the option to join the meeting through a supported internet browser.

This meeting may be joined through logging into the Webex app, website, or by calling the provided Webex phone number. **Please ensure that you have the latest Webex update installed on your device and plan to join the meeting at least 10 minutes in advance in case you encounter any technical difficulties.** The meeting will be open at 8:45am. When you join the virtual meeting, you will not be able to unmute, start video, chat, or share your screen/files.

When the time comes for public comment, the following steps will take place:
1. The Protocol Officer will announce that is it time for public comment using the "Raise Hand" feature.
2. If you wish to make a comment on the record, click or tap "Raise Hand" on your device.
   a. "Raise Hand" is a function under the "Participants" list at the bottom of your screen denoted by a hand icon. You may have to move your cursor or tap your screen to make the row of commands appear.
   b. For those calling in by telephone, press *3 to "Raise Hand."
3. When selected for comment you will be identified by the host by your display name or the first six digits of your phone number and your line will be unmuted.
   a. We recommend naming yourself appropriately on your device upon joining the meeting so that we may properly identify and call upon you.
   b. Depending on your settings, you may also have to unmute yourself using the microphone icon on your device; **please note that when the icon is red it means you are muted and when it is gray you are unmuted**.
   c. Before being called upon to speak, please ensure you are in a quiet environment and other devices are muted to minimize acoustic feedback so your comment can be heard properly.
4. Once unmuted, you must first identify yourself by stating your full name for the record and then you will have three minutes to give your comment relevant to the agenda item being discussed.
   a. A timer may be displayed on the screen; the host will start the timer after you finish identifying yourself and when you start your comment. For those joining via telephone, a 30-second verbal warning will be given.
5. When your three minutes expires, the host will notify everyone, place the commenter back on mute, and move onto the next person. Commenters may be given additional time to speak at the Council's discretion based on the relevancy of the comment and remaining time for the meeting.
6. When you are done with your comment, please lower your hand in the same manner you raised it either with the "Raise Hand" icon or *3.

If you are selected for comment and do not respond when called upon, we will move onto the next person requesting to speak. If you were unable to speak, you may raise your hand and attempt to try again. You may also call in via the phone number provided if your device does not have a microphone. Written comments, in the event of technical difficulties or as a follow-up to a verbal comment, may be submitted the day of the meeting via email to AQDRuleComments@deq.ok.gov. A member of our staff will be available at this phone number: 405-702-4177 to aid in minor connectivity issues such as where to find the access code and password or what phone number to call.

Please keep in mind that you may be removed from the meeting completely for any inappropriate interactions or comments unrelated to the proposed rule.

In the event the hosts begin experiencing technical difficulties, they will attempt to restore the connection for a maximum of 15 minutes. Keep in mind that if this occurs you may need to reconnect to the meeting on your end as well. If the meeting is unable to resume, then it will convene at another date and time to be announced.