

AQAC Zoom 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 using <https://zoom.us/test>.** While it is strongly recommended that you download the application Zoom, certain internet browsers are compatible through the Zoom website. If you would like to attend the meeting without downloading the program then we suggest using Microsoft Edge, Mozilla Firefox, Google Chrome, or Safari as your internet browser.

Upon entry to the virtual AQAC meeting, you will be automatically placed in a waiting room that will display the meeting name, time, and a number to call if you have any issues. This meeting may be joined through logging into Zoom, or by calling any of the provided Zoom phone numbers. **Please ensure that you have the latest Zoom 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 waiting room for the meeting will be open starting at 8:30am. When you are admitted into 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 it is time for public comment using the “Raise Hand” feature. All hands raised previously will be lowered for those wishing to make comments.
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 “More Meeting Settings” or “Participants” at the bottom or the top right corner of your screen depending on your device. You may have to hover your cursor over your screen to make this function appear.
 - b. For those calling in by telephone, press *9 to “Raise Hand.”
3. When selected for comment you will be identified by the host by your display name or the last four digits of your phone number and your line will be unmuted.
 - a. We highly recommend renaming yourself on your device so that we may properly identify and call upon you. This can be accomplished by clicking on your name in the “Participants” tab and selecting “Rename.”
 - b. Depending on your settings, you may also have to unmute yourself using the microphone icon on your device or using *6 for telephone users.
 - 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 will 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 one-minute and 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.

If you are selected for comment and do not respond when called upon, we will lower your hand and move onto the next person requesting to speak. If you were unable to speak and your hand was lowered, you may raise your hand and attempt to try again. You may also call in via one of the phone numbers 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 password or what phone number to call.

Please keep in mind that you may be sent back into the waiting room or 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. If the meeting is unable to resume, then it will convene at another date and time to be announced. Keep in mind that if this occurs then you may need to reconnect to the meeting on your end as well.