**SWMAC Zoom Meeting Public Participation**

As a member of the public attending the Solid Waste Management 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. Upon entry to the virtual 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 calling any of the provided 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 8:45am. 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 is it 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.
	1. “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.
	2. 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.
	1. 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.”
	2. Depending on your settings, you may also have to unmute yourself using the microphone icon on your device or using \*6 for telephone users.
	3. 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 be able to give your comment relevant to the agenda item being discussed.
5. When you have concluded your statement, the host will notify everyone, place the commenter back on mute, and move onto the next person.

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.

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.