

Public Comment Instructions

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 right 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 use the “Raise Hand” feature.
3. When selected for comment you will be identified 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 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 on to the next person.