



## Electronic Public Meetings Guide

**\*\*Plan on joining the meeting at least 10 minutes before the start time\*\***

### ZOOM MEETING - HOW TO CONNECT

- We will be using the Zoom Meeting software for our meeting. You will not need to download the software to join the audio by phone.
- You will find on the top of the meeting agenda two call-in numbers to join by phone. Either number will work. If you are having problems joining with one phone number, try the other number. Under the phone numbers on the agenda there is a meeting ID number and password. You will be asked to enter those numbers to join the meeting.
- When you join the meeting, you will be placed in a waiting room. Staff will be notified that you have arrived and they will bring you into the meeting. You will be muted at first and staff will unmute you when you enter the meeting.
- After you are unmuted, Staff will ask your name so it can be noted in the participants list. You may also be asked what item you are interested in, so it's best to have a meeting agenda handy so you can refer to the item name or number. After you share your name and item number, you will be muted until you raise your hand.

### ZOOM MEETING – DURING THE MEETING

- During the meeting, since you will be muted, you will need to “raise your hand” to be added to the discussion on an item. After the item is presented, the Chair will ask for comment. At that time, you can raise your hand by dialing \*9 on your phone. That will let everyone know that you would like to speak and you will be unmuted when it's your turn to speak. After you are unmuted, you will need to provide your name and address for the record
- When you are done, you can dial \*9 again to lower your hand.
- We will be taking minutes of the meeting and it's sometimes difficult to know who's speaking during a web meeting. Each time you speak, please introduce yourself first and then share your thought.