

FOR PUBLIC ATTENDEES: TIPS FOR PARTICIPATING IN VIRTUAL BOARD/COMMISSION MEETINGS

Welcome to the virtual meeting space. We hope that this is a smooth and convenient experience for you, and acknowledge that it may require more than the usual degree of patience and understanding from all parties to make this a successful meeting. We recommend having these instructions handy before you start your first virtual meeting so you can refer to it as needed.

The board will be facilitating the meeting using Zoom webinar. Zoom webinar is different from regular Zoom meetings in that there are two distinct categories of attendees—“panelists” and “attendees.” Panelists can share their video and audio feed. For our purposes, the panelists will include board members, guest presenters, and city staff assisting in running the meeting. Attendees may view the meeting in real time, ask questions, or make comments through the chat feature, but cannot share video and can only share audio if unmuted by the meeting host. These controls are in place to manage the security of the meeting and prevent any unintended audio/visuals from being shared.

- **The board Chair has included information about how to join the virtual meeting on the meeting agenda**, which can be found on the board's webpage. The meeting ID will change from month to month for added security, so be sure to reference this month's agenda for the proper information.
 - **You can also call in to the meeting** as opposed to using a computer. The phone number for call-in attendees will be listed on the agenda.
- **You are welcome to register in advance of the meeting if you would like to get any presentation materials ahead of time by using the link on the agenda.** If you are already set up to receive board notifications through our Notify Me system, you will receive the agenda and any associated presentation materials. Pre-registrations serve as a “virtual sign-in sheet” for the meeting host. Visit the link on the agenda to register for the meeting. *Please note that pre-registration is not required to attend board or commission meetings.*
 - **If you did not pre-register, please note that the Chair will ask you to type your name into the chat box to indicate your attendance at the meeting.** This is still a public meeting, albeit virtual, and a sign-in sheet is required under Public Meetings Law.
- **Sign on 10-15 minutes early** to allow for time to get comfortable with the technology.

DURING THE MEETING:

- If guest speakers are present at the meeting, they will have provided their presentation materials to staff before the meeting. These materials may be viewed along with the meeting agenda on the board's webpage.
- The Chair will pause conversations for several seconds at intervals throughout lengthy guest presentations and before proceeding to the next agenda item to allow attendees an opportunity to pose questions/comments before moving on.

- **If you are using a computer and would like to ask a question using your microphone**, use the “Raise Hand” feature or the chat box to indicate so. The meeting host will temporarily enable your microphone for the duration of the question. You can also type your question into the chat box and the Chair will read it aloud.
- **If you are calling in to the meeting and would like to ask a question**, type *9 on your phone to activate the “Raise Hand” feature which will alert the Chair that you would like to ask a question. The meeting host will temporarily enable your microphone for the duration of the question.

Visitor Comment Period

- The Chair will announce the protocol for visitor comments at the beginning (such as the time limit) and specify the comments need to apply to the board's jurisdiction. The Chair will also advise visitors when they have exhausted their time limit.
- When the Chair asks for visitor comments:
 - **If you are using a computer and would like to comment using your microphone**, use the chat box to indicate so. This will enable the meeting host to see the order in which to call on people for visitor comments. When it is your turn, the meeting host will temporarily enable your microphone for the duration of your comments.
 - **If you are calling in to the meeting and would like to make a visitor comment**, type *9 on your phone to activate the “Raise Hand” feature which will alert the Chair that you would like to participate in the visitor comment period. The meeting host will temporarily enable your microphone for the duration of your comments.

AFTER THE MEETING:

Meeting Materials

- Minutes of the meeting will be posted to the board's webpage when they are submitted by the Recorder.
- If you have feedback on how to improve the virtual meeting experience, please email neighbormail@BeavertonOregon.gov or contact the staff liaison and/or board Chair directly.