

Providing Public Comment Instructions

1. **DIAL** the Phone Number listed for the meeting (listing of meetings below).
2. Enter the **Access Code** then press '#’.
3. **Press # again** to join the meeting as a participant. You will hear a **beep** when you have entered the meeting.
4. When you hear the **beep**:
 - o Stop and **LISTEN**
 - o Wait for Public Comment to be announced (*by Item # or for Public Comments on Non-Agenda Items*)
5. When the Secretary calls Public Comment, **dial * 3** to be added to the speaker line.
6. When you dial * 3, you will hear *‘You have raised your hand to ask a question. Please wait to speak until the host calls on you.’* - **WAIT for your turn to speak.**
7. When you hear *‘Your line has been unmuted.’* - **THIS IS YOUR OPPORTUNITY TO PROVIDE YOUR PUBLIC COMMENT after the Beep.**
8. You will have the **standard 3 minutes** to provide your comments.
9. Once your 3 minutes have ended, you will be moved out of the speaker line and back listening as a participant in the meeting (unless you disconnect).
10. Participants who wish to speak on other items on the Agenda or for other comment periods may stay on the meeting line and listen for the Secretary’s next prompt.

BEST PRACTICES

- Call from a Quiet location
- Speak slowly and clearly
- Turn down any televisions or radios around you