

HOW TO SPEAK AT A VIRTUAL COUNCIL MEETING ONLINE INSTRUCTIONS

1. JOIN THE MEETING ONLINE

1. Before the meeting starts, download the most recent version of Zoom to your device: <https://zoom.us/download>.
2. Test your device audio and camera here: zoom.us/test. (Zoom offers tutorials here: support.zoom.us)
3. Visit www.whatcomcounty.us/joinvirtualcouncil, and scroll to the bottom section “Upcoming Virtual Council Meetings”
4. Find the meeting you would like to join and click on the Zoom meeting link.
5. When prompted by a pop-up window, select ‘join using audio from your computer/device.’ (*Note: Your computer/device must have a microphone*)
6. When entering the meeting, your microphone or phone will be muted, and your video camera will be off (*video sharing is not offered*).

2. SPEAK DURING THE OPEN SESSION AND/OR PUBLIC HEARING

The Council Chair will announce and open the Open Session or Public Hearing.

Speakers will have only one opportunity to speak at Open Session and at each public hearing. Video sharing is not provided.

1. Please virtually “raise your hand” to request to speak.
2. To “raise your hand” online, click the hand icon on the bottom center or left of your screen.
3. Staff will call upon attendees with raised hands by the name listed (on your registration or computer/device).
4. When called upon to speak, click the microphone icon to unmute your microphone.
5. Please state your full name for the record.
6. All speakers have a maximum of three (3) minutes for comments.
7. Staff will announce when your speaking time is up.
8. Staff will disable your microphone when you are done speaking.

If you have questions, please contact the Council Office at council@co.whatcom.wa.us or call 360-778-5010.

All live testimony will be broadcast, recorded, and retained for the public record.

Note: In accordance with Whatcom County Code [02.02.040 Meetings – General rules](#), if members of the public make slanderous or boisterous remarks they will be dismissed from the meeting.