

# HOW TO SPEAK AT A VIRTUAL COUNCIL MEETING ONLINE INSTRUCTIONS

## 1. REGISTER (Optional) (For select public hearings only. NOT for Open Session):

If the Registration option is provided, registration links are available under “Upcoming Virtual Council Meetings” at [www.whatcomcounty.us/joinvirtualcouncil](http://www.whatcomcounty.us/joinvirtualcouncil)

- If the Registration option is provided, you may Register in advance to speak at public hearing(s).
- Registration will also be available during the meeting.
- After registering, you will receive a confirmation email with information on how to join the meeting.
- Registration is also available by calling the Council Office at 360-778-5010.
- Advanced registration may allow for your speaking time to be earlier in the queue of speakers.

## 2. JOIN THE MEETING ONLINE

1. Before the meeting starts, download the most recent version of Zoom to your device: <https://zoom.us/download>. It is recommended that you test your device audio and camera using the zoom test site here: [zoom.us/test](https://zoom.us/test). Zoom offers tutorials here: [support.zoom.us](https://support.zoom.us).
2. At the meeting time, click on the meeting registration link from your confirmation email or the Zoom meeting link under “Upcoming Virtual Council Meetings” at [www.whatcomcounty.us/joinvirtualcouncil](http://www.whatcomcounty.us/joinvirtualcouncil).
3. Join using audio from your computer/device if your device has a microphone and speakers
  - Alternatively, attendees may join audio through the phone, Webinar ID, Participant ID, and Password provided in your registration email. (Participant ID coordinates your phone audio with your computer/device).
4. Upon entering the meeting, your microphone or phone will be muted, and your video camera will be off (*video sharing is not offered*).

## 3. SPEAK DURING THE OPEN SESSION AND/OR PUBLIC HEARING

The Council Chair will announce and open the Open Session or Public Hearing. *Please note: Speakers will have one opportunity to speak at each Open Session and each public hearing. Video sharing is not provided.*

**If Registration for a public hearing is provided**, Council Staff will call the names of registered attendees first, followed by attendees who register after the meeting start time. Names will be called three at a time to alert attendees their speaking time is approaching.

1. When called upon to speak, unmute your microphone. (Video sharing is not provided)
2. Please state your full name for the record.
3. All speakers have a maximum of three (3) minutes for comments.
4. Staff will announce when your time is up.
5. Staff will disable your microphone when you are done speaking.

When all registered speakers have spoken, the Council Chair will ask if any other attendees would like to speak. (You may speak during the public hearing even if you have not registered).

1. Please virtually “raise your hand” to be recognized 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. Next, please refer to the list of speaking instructions above.

To assist the County in managing attendance and participation, please consider leaving the Zoom meeting after speaking and continuing to listen/watch live through the [Legislative Information Center](#) (all meetings) or the [Whatcom County YouTube](#) page (regular evening meetings only).

If you have questions, please contact the Whatcom County Council help desk at 360-778-5010 or at [councilhearinghelp@co.whatcom.wa.us](mailto:councilhearinghelp@co.whatcom.wa.us).

**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.**