

City Council Meeting: Zoom Public Participation Instructions

The public is welcome to participate in Irvine City Council Meetings via Zoom web and teleconferencing.

Public Participation Process:

1. **Raise Your Hand when instructed to do so.**

- a. During the meeting, as each agenda item is addressed, the Mayor will ask for anyone who would like to comment on that agenda item to raise their hand in Zoom. (if you are using telephone only, dial *9 to raise your hand) For detailed instruction for raising your hand, please use the below link to Zoom's support page.

<https://support.zoom.us/hc/en-us/articles/205566129-Raising-your-hand-In-a-webinar>

- b. By raising your hand, you will be put in a queue to speak about the current agenda item.

Do not raise your hand if your comment is not regarding the current agenda item being discussed. There will be a time for general comments during the meeting, and this is when you may speak about non-agenda items.

- c. **Un-mute yourself when the City Clerk calls your name or the last three digits of your phone number.** This is your opportunity to speak about the current agenda item. (If you are using telephone only, dial *6 to unmute and mute yourself)

2. **Introduce yourself and the agenda item you will be speaking about.**

3. **When you finish addressing the council on the agenda item, the City Clerk will mute you and lower your raised hand in Zoom.**

Zoom Best Practices:

Audio Quality:

- For best audio quality, it is recommended that you are in a quiet area while participating in meetings. Using a high quality headset can improve the sound and will allow you to provide your feedback clearly.
- Unmute yourself when the City Clerk notifies you to speak.
- Calling in with your phone for audio tends to offer the best quality sound especially if you don't have a strong internet connection.
- Turn the audio off on other devices in the room including your TV to avoid audio feedback.

When Using Phone only Audio:

1. Mute/Unmute by pressing *6 on the key pad.
2. Raise your hand by pressing *9 on the key pad. You can't lower your hand once you raise it.