



RULES FOR PUBLIC COMMENT DURING VIRTUAL MEETINGS

Residents are encouraged to provide feedback to the Board of Supervisors before and during public meetings. Public comment on agenda items will occur on each item before a vote is made. Public comment on non-agenda items will occur at the beginning of the meeting. Anyone providing public comment must begin by stating their name and address for the record.

Making a Public Comment BEFORE the meeting

Public comments made prior to the meeting must be submitted by 4:00 p.m. the day of the meeting. Residents can send an email to abenner@plumstead.gov. Please indicate "Public Comment" in the subject line.

Making a Public Comment DURING the meeting

Residents will be able to join the Zoom meeting audience online or by dialing in.

For Zoom Participants:

- Zoom Meeting Link: <https://us02web.zoom.us/j/85341804914>
 - When you click the zoom meeting link, you will be redirected to the Zoom website. Once there you will be asked to download or launch the Zoom application. If you used zoom before, click the prompt to "Open Zoom"
 - If this is your first-time using Zoom, click the prompt "download and run zoom". This will download the Zoom Application on your computer.
 - If using an iPad or Tablet, go to the Apple Store or Google Play to download the Zoom application.
- Once you enter the meeting, you will be "muted" until recognized by the Chair to speak.
- To make a comment, the Board Chairperson will ask anyone interested in making a comment to use the **Raise Your Hand** feature.
- Viewers with raised hands will be brought into the meeting, one at a time, to make a comment with their video on. Residents may activate their video and unmute themselves at this time.

For Dial-In Participants:

- Call 1-312-626-6799
 - Enter Meeting ID: 853 4180 4914
- To make a comment, press *9 to raise your hand.
- When you are called on, press *6 to unmute yourself.

Residents will be removed from the virtual meeting room once their comment is made but will remain in the Zoom Audience. The Board Chairperson and/or moderator, at any time, reserves the right to mute a participant, end the video stream of a participant, or terminate/end the meeting at his or her discretion, due to hackers, inappropriate language, or any other activity deemed inappropriate.

We ask for everyone's patience and understanding as we navigate through these unprecedented times and work through these virtual public meetings. We welcome comments and suggestions for our virtual meeting protocols for future meetings.