

HOW TO SPEAK AT A VIRTUAL COUNCIL MEETING

PHONE INSTRUCTIONS

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

If the Registration option is provided for a public hearing, registration links are available under “Upcoming Virtual Council Meetings” at 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 BY PHONE

Call into the meeting using the Zoom meeting phone number (provided in registration email, or under “Upcoming Virtual Council Meetings” at www.whatcomcounty.us/joinvirtualcouncil, or by calling the Council Office). Follow the prompts.

1. Enter the Webinar ID provided followed by #.
2. Enter # when prompted for a Participant ID. (There is no ID for attendees joining by phone)
3. Enter the Password provided followed by the #.
4. You will then be connected to the meeting, and your microphone will be muted.

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

The Council Chair will announce the Open Session or open the public hearing. *Please note: Speakers will have one opportunity to speak at each Open Session and each public hearing.*

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

1. When called on to speak, the host will unmute your microphone.
2. You will hear a message indicating your microphone is unmuted.
3. Please state your full name for the record.
4. All speakers will be limited to three (3) minutes for comments.
5. Staff will announce when your time is up.
6. 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 (for select public hearings only).

You may speak during Open Session or a public hearing even if you have not registered.

1. Please virtually “raise your hand” to request to speak.
2. Dial *9 on your number keypad to “raise your hand”
3. Staff will call upon attendees with raised hands by the last three digits of a caller’s phone number.
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.

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.