

HOW TO SPEAK AT A VIRTUAL COUNCIL MEETING

PHONE INSTRUCTIONS

1. JOIN THE MEETING BY PHONE

Call into the meeting using the Zoom meeting phone number (under “Upcoming Virtual Council Meetings” at www.whatcomcounty.us/joinvirtualcouncil). Follow the prompts:

1. Enter the Webinar/Meeting 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 audio. Your microphone will be muted.

2. 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 only one opportunity to speak at Open Session and at each public hearing.

1. Council Staff will ask attendees wishing to speak to raise their hands virtually.
2. Raise your hand by phone by dialing * 9 on your keypad.
3. Staff will call on attendees by the last three digits of the phone number from which you are calling.
4. Staff will unmute your microphone.
5. You will hear a message indicating your microphone is unmuted.
6. Please state your full name for the record.
7. All speakers will be limited to three (3) minutes for comments.
8. Staff will announce when your speaking time is up.
9. 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.