



PUBLIC MEETING GUIDE

INSTRUCTIONS FOR REMOTE PARTICIPATION

IMPORTANT NOTE ON PUBLIC COMMENT: If you are not able to participate for any reason (e.g. inadequate internet connectivity, electronic equipment, or operation), you are deemed to have waived your registered position during public comment. You are strongly encouraged to submit your testimony in writing to assure receipt in the event of technical difficulties.

Joining a Meeting

- To participate remotely, you must have a Zoom account. Sign up for free here: <https://zoom.us/signup#/signup>
- Each meeting has a unique link, which can be found on the OLWS website under [About Us > Meetings](#) and selecting the meeting you are interested in joining.
- If you have not already signed into your Zoom account, you will be prompted to sign in after clicking the meeting link.
- OLWS public meetings have a waiting room enabled. You will be let into the meeting by the host a few minutes before the meeting starts or as you join if the meeting has already started.

Public Comment

- Written public comments are accepted in person, online, and by email or postal mail. Written public comments must be submitted at least 48 hours prior to a regularly scheduled meeting to be included in the meeting materials provided to the Board of Directors.
- You must register to give verbal public comment. Registration is available until the start of the meeting.
- To register for remote public comment, visit the OLWS website: <https://www.oaklodgewaterservices.org/public-comment> and complete the Verbal Public Comment Form.

Meeting Protocols

- Your video will be turned off upon joining the meeting. Please note that participant video is recorded. You are not required to turn on your video.
- You will be muted. Please remain muted until you are called on by the Board Chair during public comment.