

HOW TO JOIN A COUNCIL MEETING USING ZOOM

Zoom Meeting Information for Attendees (as guests)

Pre-register for a Council Meeting through Zoom BEFORE NOON ON THE DAY OF THE MEETING:

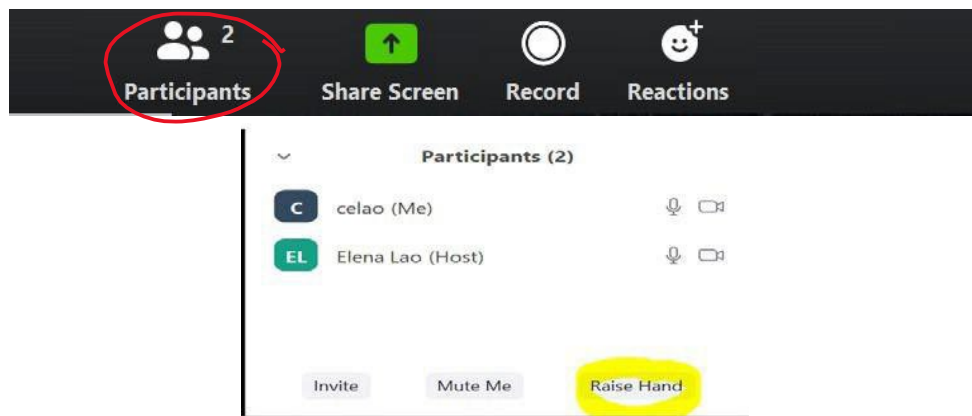
1. Go to: <https://zoom.us/join>
2. Find Zoom Meeting Webinar IDs at: <https://www.billingsmt.gov/107/City-Council>
3. Fill out registration information on Zoom site. Registrants will receive a join link through the Zoom registration confirmation email, if their identity can be verified. If that participant's identity cannot be verified, a denial email will be sent.

Providing Verbal Public Comment

The public will be given the opportunity to speak during the Public Comment portion of the meeting, or when the Mayor opens an Agenda Item for Public Hearing. Please join the meeting promptly to hear instructions announced at the beginning of the meeting.

ONLINE:

1. The Mayor will announce the opening of Public Comment.
2. To virtually "raise your hand," click "Participants" in the Zoom control box and select "Raise Hand" in the grey box on the bottom of the participants box.



3. A staff member will call on each person by name or ID as shown on the screen, in the order that their hands were raised, to the best of their ability.
4. Staff will unmute your mic to speak and "lower your hand." Please wait for a prompt indicating that your audio is unmuted, before speaking.
5. When it's your turn to speak, **clearly state your name and address for the record.** All speakers will be limited to three minutes to provide comments.
6. At the end of the three minutes or upon completion of your comments, staff will mute your mic.