**Rules for Zoom Public Comment and Public Hearing**

It is the Board’s intention to provide full transparency and allow the public to participate during the public comment and public hearing portion of the Board of Trustee’s workshop and regular meetings.

Following, are the procedures that will be used:

* Save statements regarding the Public Hearing topic for the public hearing portion of the meeting not the public comment period.
* If you are experiencing connectivity issues, log out of the meeting and log back in. If you are still experiencing connectivity problems use the telephone number listed on the Zoom invitation to call in and join only by audio.
* In order to keep background noise to a minimum all members of the public will mute until called on to speak. If you are joining by telephone, press \*6 to mute and the same to unmute.
* If you would like to speak you may raise your hand virtually or if joining by video raise your hand. If you are joining by telephone, press \*9 to raise your hand. As much as possible the host will answer in the order that hands are raised.
* When you are called on you will need to unmute your device to speak.
* Each person speaking will state and spell their name and state their address.
* Participants will be allowed to speak for three minutes each, one time. After those wishing to speak have all had a turn, it will be up to the Board to allow anyone to speak a second time.
* A participant not wishing to speak out loud may type in a statement under the **Chat** feature. The host will read that statement during the public hearing.