



Virtual Meeting – Public Participation *Instructions*

To participate during a virtual City Council/Board/Commission Meeting:

1. Go to the Zoom meeting link OR telephone dial in information provided on the published agenda.
2. You will be participating in the meeting as an “Attendee” and will be able to see the meeting “panelists” or Council Members on the video feed.
3. Be sure to have the latest version of Zoom updated on your device. Working from an older version may limit your ability to participate.

What to expect during while participating in a virtual City Council or Board/Commission Meeting

1. As the Mayor/Chair moves through the agenda, he/she/they will call out the opportunity for public comment.
2. At that time, Staff acting as meeting Host will lower any [“raised hands*” in Zoom](#). The Mayor or Chair will ask if there is anyone wishing to speak on Item X, if so please raise your hand.
*Please do not raise your hand before the Mayor has called for public comment on the agenda item. From a telephone, dial *9 to raise your hand to make a comment.
4. The Host will then go one by one through the raised hands and:
 - a. Enable speaker permissions
 - b. Ask speaker to identify themselves
 - c. Confirm item number they are wishing to speak on
 - d. Start timer and allow public comment for 3 minutes or a time to be determined by the Mayor/Chair
 - e. Speaker permissions will be disabled after 3 minutes, but you can speak on an additional agenda item if you so choose, following these same steps.
 - f. The Host will “lower your hand” in Zoom.
 - g. The Host will move on to the next “raised hand” until all hands have been addressed for the specific item being heard.
5. The Host will announce that was final public comment on that item.
6. Mayor/Chair proceeds with meeting.



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7. Members of the public will have the opportunity to speak on each agenda item following the above outlined process for each item of the virtual meeting.



Commitment to Civility

To assure civility in its public meetings, the Santa Rosa City Council has adopted rules of decorum applicable to the Council, staff and the public to be followed at Council meetings and implemented by staff at other public meetings hosted by the City. In an effort to promote respect for the freedom of speech and the right to request that elected officials address citizens' issues that relate to City business, the City Council and City staff seeks to:

- Help create an atmosphere of respect and civility where elected officials, City staff and the public are free to express their ideas;
- Establish and maintain a cordial and respectful atmosphere during discussions;
- Prevent personal attacks;
- Listen with an open mind to all information including dissenting points of view regarding issues presented to and by the Council and staff;
- Respect City staff, for fulfilling their responsibility for making presentations to the Santa Rosa City Council; and at public meetings hosted by the City;
- Recognize how difficult it is for anyone to speak at Council and other public meetings, and out of respect for each person's feelings, allow them to have their say without comment, including booing, whistling, or clapping;