

Instructions and expectations to participate during an open Public Board of Commissioner’s meeting.

Note: In an effort for the County to conduct its regular business during the COVID-19 crisis, public Board of Commissioner meetings will be held virtually through Zoom. The public wanting to join the meetings will be expected to follow the same civil, respectful and curious demeanor as if the meeting was face to face. Disruption to the meeting may require the host to end the session using their discretion. Meeting minutes will be posted once approved to the County’s website. Thank you for your participation!

1. Connection through Zoom link:

- a. Attendee will be able to click on the link found on the home page on the county’s [website](#). Look for **Events**: click on **Commissioner’s Board Meeting** (look for the Zoom link instructions).
 - i. Once you click on the link you will be directed to a “waiting room”.
 - ii. The host will “admit” you into the session. Your video and audio will be muted. This still allows you to see and listen to the meeting.
 - iii. During the open public comment portion of the meeting. You will be allowed to ask questions or have comments about agenda items.
 1. Hover your cursor at the bottom of your screen. Click on “Participants”, click “raise hand” option. The host will recognize you and open your line to speak.
 2. You may use the “Chat option” and the host will field that information to the Commissioners.

2. Attending the meeting by phone.

- a. Dial the number for the meeting found on the web-site or included on the agenda. You will be prompted for the meeting ID. (Continue to Follow instructions)
 - i. You will be placed into a “waiting room”.
 - ii. The host will admit you into the meeting. Your phone will automatically be muted. You will hear the audio portion of the meeting.
 - iii. If you would like to participate in the open public comment, you will need to e-mail svrabel@unionco.org or call the office 570-524-3894 and send your questions ahead of the meeting start by 1:00 to be included in that day’s session. Your question/comment will be read during the open public comment portion of the meeting. (You will need to include your full name with your question or comment).