



Hearing of the Public

Procedures for "Hearing of the Public"

During the first fifteen minutes of meeting, attendees who wish to speak must request to do so. In the chat, the host will request you to please provide your full name, school association, and your role with the district (such as parent, student, staff, etc.).

You must respond with this information before the end of the sign-up period for the hearing of the public.

Please keep your hand raised until you are called upon and if you experience any disconnection, please remember to raise your hand again when you return.

Additionally, we kindly request that you activate your camera when it is your turn to speak. Please note that if you do not respond when your name is called, you will forfeit your time.

Here's how you can request to speak during the "Hearing of the Public" section of a virtual Zoom meeting.

1. In the meeting/webinar controls, tap **Reactions** , then tap **Raise Hand** . The host will be notified that you've raised your hand.
2. If the host allows you to talk, you may be prompted to unmute yourself. While unmuted, your profile picture and name are displayed to the host and panelists. Only your name is displayed to other attendees.
3. Tap **Reactions**  again, then tap **Lower Hand**  to lower it, if needed. This will not mute yourself if you are unmuted.

For more information on how to use the Zoom "Raise Hand" feature please follow this link. https://support.zoom.com/hc/en/article?id=zm_kb&sysparm_article=KB0068290#collapseAndroid