



IN-PERSON AND VIRTUAL BOARD OF COUNTY COMMISSIONER MEETINGS PUBLIC PARTICIPATION GUIDELINES:

Regular and Work Session Commissioner Meetings are held in person and via ZOOM. The meetings are held at the Board of County Commissioners Hearing Room - 1 NE 6th St Room B102, Coupeville, WA 98239.

BOCC Meetings – ZOOM participation

How the Meeting Will Work

The BOCC Staff are the **hosts** of the meeting. Island County residents and other members of the public – as well as county staff or guest presenters – are **Participants**. Attendees do not interact with each other; they join in listen-only mode, and the host/organizer can unmute one or more attendees as needed.

How to Attend with Active Participation

The public and guests expected to speak during the board meeting's public comment or public hearing section should use the link below.

- Please make sure Zoom is up to date.
- Zoom access to BOCC Meeting:
- **Tuesday** meeting:
Call-in: 1-253-215-8782 and enter meeting ID number 934 9486 5738
Passcode: 055763
Video: <https://tinyurl.com/IslandCountyBOCC1>
- **Wednesday** meeting (public comment must be submitted in writing):
Call-in: 1-253-215- 8782 and enter meeting ID number 957 0144 6335
Passcode 969196. Log on to: <https://tinyurl.com/ICWorkSession>
- You can also access the link via the Island County Calendar of Events
Website: <https://www.islandcountywa.gov/calendar.aspx?CID=34,14,24,33>

How to Receive Tech Support during Live Meetings

- Email Clerk of the Board: j.roll@islandcountywa.gov
- Call BOCC (office): 360-679-7354

How to Participate When You Are Called On

When it is time for public comment/public hearing, you will select the Reactions option in the toolbar and raise your hand to be acknowledged. This will allow the Chair to recognize the public members who want to comment. You may unmute and turn on your video when you are called on. However, the Clerk may mute the microphone when your allotted time to speak has concluded.

For Public Hearings:

- Contact the Clerk of the Board at 360-679-7354

Tuesday Meetings

Below are recommendations for use by the public in meetings conducted via Zoom.

- **Mute yourself and turn off your camera** when you are a presenter and not actively speaking to minimize audio feedback. This applies to phone usage also; please mute your phone.
- **Use headphones/mic:** this provides better sound quality and less background noise.
- **Public comments:**
 - To provide comments online, raise your hand under Reactions. The Chair will recognize you to speak; please be mindful of the following (this applies to in-person and virtual participation):
 - Chair will address those in person first and then those attending online.
 - State your name (optional address) clearly for the record.
 - Limit comments to three minutes; time may not be yielded to someone else.
 - All comments must be addressed to the Chair/Board, not staff or individuals.
 - When addressing the Board, please speak civilly and courteously.
 - Please address the topic you are speaking on and be concise.
 - The Chair will notify you when the time is up and request you to conclude your comments. You will be reminded to end the comment before you are muted and moved back to guest.
- **Written Comments** may also be submitted via e-mail. Clearly state the topic and meeting date. Send comments to: CommentBOCC@islandcountywa.gov