



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

Commissioners' Regular and Work Session meetings are held in person and via ZOOM. Regular meetings are held on the first four Tuesdays of the month, beginning at 10:00 a.m. and Work Sessions are held the first three Wednesdays of the month, beginning at 9:00 a.m. The meetings are held at the Board of County Commissioners Hearing Room - 1 NE 6th St Room B102, Coupeville, WA 98239.

BOCC Meetings – via ZOOM

How the Meeting Will Work

The BOCC Staff hosts the meeting. Attendees will enter a Zoom waiting room and be let into the meeting by staff as people log in. Attendees do not interact with each other; they will be muted upon entry, and video will be turned off. The host/organizer can unmute one or more attendees as needed.

How to Attend virtually

The public can access the Zoom links on the Island County website in multiple locations. The links are included in the day's agenda, which can be found in the [Agenda Center](#) or on the County events [calendar](#).

Public comment and hearings occur only at the Tuesday meetings. Public comment should be limited to no more than 3 minutes. Any comments regarding a Wednesday Work Session meeting should be submitted in written form to the Clerk of the Board.

Written public comments regarding any topic may be submitted via USPS at:

1 NE 7th St.

Coupeville, WA 98239

Or may be submitted via email at CommentBOCC@islandcountywa.gov

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 speaking time has concluded.

For Public Hearing Information:

- Contact the Clerk of the Board at 360-679-7385

Participation Guidelines for 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 not actively speaking to minimize audio feedback. This also applies to phone usage; please mute your phone.
- **Use headphones/mic:** this provides better sound quality and helps limit 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):
 - The 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.