

# HOOD RIVER COUNTY BOARD OF COMMISSIONERS VIRTUAL MEETING PROTOCOLS

## PUBLIC

### Access to Webex Event

Attendees (public) are able to access a meeting link by visiting the Hood River County Website - Agendas and Minutes - Agendas page. Identify the meeting you want and further instructions will be at the top of the agenda.

Webex Events allows attendees to listen to audio and view video if the attendee has the video equipment capability. At no time will attendees be viewed by the Board of Commissioners. Attendees may also join by phone only. The meeting Host has the ability to mute and unmute attendees as necessary.

### Before the Webinar

- Make sure you have access to good phone and internet lines and are in a quiet space.
- If you are connecting from a laptop, try to plug into wall power because battery can adversely affect video quality.
- Call/sign into the meeting at least 15 minutes before the meeting is set to begin to allow time to troubleshoot and resolve any potential issues with equipment (audio/video). This will limit distractions to you and others.
- Please disable audible notifications on your equipment as these notifications will be heard while you are unmuted.
- Webex Q&A will not be available.
- All documents, previously received by staff, being discussed during the Commission Meeting may be viewed on the Hood River County website under the **Agendas and Minutes page, then select the Agendas link and find the date of the meeting you are interested in and finally view or download the material.**

### Public Comment

Written comments are highly encouraged and will be accepted on any starred item on the Agenda and for Public Comments **until noon, or later if specified on the agenda and/or County website, on the day of the meeting.** Written comments should be e-mailed to Heidi DeHart at: [heidi.dehart@co.hood-river.or.us](mailto:heidi.dehart@co.hood-river.or.us). Please note that written comments received after noon the day of any given meeting may not be provided to the Board of Commissioners until after the meeting. **This does not apply to quasi-judicial hearings.**

### **Attendees Joining by Audio and Video:**

During public comment periods, attendees who desire to provide testimony or comment on an item identified on the agenda as accepting testimony or comment must have first registered for the meeting and identified the item they desire to provide input on. Oral testimony or comments are only able to be taken from those that have previously registered and are logged into the meeting via computer or other electronic device.

At the specified time on the Agenda, the meeting Host will announce each person wishing to comment. The Host will un-mute the attendee's microphone when it is their turn to speak and mute the microphone again when finished. At no time will attendees be viewed by the Board of Commissioners.

### **Attendees Joining by Audio Only:**

Attendees using audio only can access the Commissioners packet of materials for the meeting by visiting the Hood River County Agendas and Minutes web-page prior to the meeting and viewing or downloading the material.

During public comment periods, attendees joining by audio only and wishing to speak on a specific item must e-mail the request to: [heidi.dehart@co.hood-river.or.us](mailto:heidi.dehart@co.hood-river.or.us) and identify which item they will be providing testimony or comment on. This will allow the meeting Host to compile a list so that the Commission Chair knows how many individuals would like to speak and on what subject.

At the specified time on the Agenda, the meeting Host will announce each person wishing to comment. The Host will un-mute the microphones of those calling in and call the persons name to speak and when finished their microphone will be muted again by the Host.