A Guide to Participating in Virtual Public Meetings

ZOOM MEETING OPERATIONS OVERVIEW

Lane Transit District utilizes Zoom's Webinar feature for virtual online public meetings. Learn more about Zoom HERE. The webinar feature divides participants into **attendees** and **panelists**.

Board members and key staff are **panelists**. Members of the public who join a Zoom meeting are **attendees**. In the webinar format those who are participating in the meeting will be allowed to speak at designated times during the meeting. For security purposes, only panelists can be seen on video.

The meeting is "run" by a host or hosts. Generally, staff will serve as hosts. The role of the host is to manage the meeting.

A Zoom web link will be provided on the Districts web calendar at www.LTD.org on the day of each meeting. You may also use a phone to access meetings (see details below).

HOW TO INSTALL ZOOM

To access all the features of Zoom, you will need to install Zoom on your device. For those using tablets to view the remote meetings, you can download the Zoom application from the Apple App Store here, or from Google Play here, depending on your device. You can download the Zoom application for laptop/desktop here. Make certain you always are using the most up-to-date version of Zoom.

If you call in by phone, there is no need to install Zoom.

TRAINING

Zoom offers several trainings to help users navigate the platform. Please watch these training videos, totaling three minutes –

Join a meeting (1 min.)

Joining & Configuring Audio and Video (1 min.)

Sharing your screen (1 min.)

TIPS AND BEST PRACTICES

Here are a few recommendations to optimize your digital meeting experience.

- **Arrive early**. Join the meeting at least ten minutes before the start time. By joining early, you will have time to troubleshoot any technical challenges.
- **Rename yourself with First & Last Name** (this allows us to prevent "Zoom bombing" by hackers from occurring).
- **Silence your phone** and all notifications that could interrupt a meeting. Do the same for your computer.
- Make sure you Zoom **software is updated**.
- Your internet connection has the most significant impact on your video/audio quality. **If you are able, it is best to use a wired Internet connection.**
- To hear and be heard best, we recommend using **a headset or headphones with a microphone**. If you don't have one, don't worry. You can achieve similar results if you are in a **quiet room** for the duration of

the meeting. Wear headphones even if you don't have a microphone so that you can hear as well as possible.

Lane Transit District offers **multiple ways to watch and participate in virtual public meetings**:

1. Watch and/or **participate in the meeting directly in Zoom** by joining the meeting as an attendee. To join a Zoom meeting, follow the link on the web calendar on the day of each meeting at www.ltd.org.

2. **Watch the broadcast** on local channel 21 or view the live stream of the meeting [here](). These broadcast methods will NOT allow viewers to participate in the meeting. Do not try to simultaneously watch the broadcast and participate via Zoom as there will be a delay.

PUBLIC COMMENT

Zoom allows you, an attendee, the opportunity to speak during public comment periods. These instructions indicate how to provide public testimony:

1. To indicate that you would like to provide testimony, please use the raise your hand button.

2. For those attending via phone only, press *9 on your phone to raise your hand.

3. When it is your time to speak, your name will be called.

   o For those attending via phone only, the last four (4) digits of your phone number will be called.

4. Please state your name, city of residence, and who you are representing for the audio record.

5. Once you have provided testimony, your hand will be lowered. Please do not raise your hand again. Only one opportunity to speak is provided.

6. For those unable or not wanting to speak publicly, testimony may be provided via e-mail at clerk@ltd.org.

7. Public testimony is limited to three (3) minutes per community member. A timer will be displayed on the screen and will beep when the three (3) minutes is up.

EXECUTIVE SESSION

To ensure privacy during Executive Session, we will observe the following procedures:

- A separate, private Zoom meeting for Executive Session will be created.

- Once a motion to move to Executive Session is approved in the public Zoom meeting, participants in Executive Session will exit the public meeting.

- Staying in the Zoom app, participants in Executive Session will then join the private meeting created for executive session.

- Executive Session is done securely in private.

- Once Executive Session is complete, participants will leave the private Zoom meeting and re-join the public meeting using their panelist join-link for any potential report from Executive Session and adjournment in front of the public.