

## **Guide to public participation in PUB virtual meetings via Zoom**

Thank you for your interest in the Portland Utility Board! This document helps you prepare for PUB virtual meetings, hosted using Zoom.

Virtual meetings are new to us. We are figuring things out as we go. If you have questions or concerns, please reach out, [utilityboard@portlandoregon.gov](mailto:utilityboard@portlandoregon.gov) or 503-823-1810.

The link and call-in numbers for PUB meetings are posted on the [PUB website](#) under the calendar event for that meeting. They are also sent out via the public notice email.

### **Preparing for the meeting**

You can call in by phone or connect directly with your computer. Connecting via computer allows you to view presentations.

- **Computer** - Test your set-up. The easiest way is to try out Zoom's test "meeting": <http://zoom.us/test>. If your audio and video work in this test, you will be fine when you join the PUB meeting. To join, simply click on the link provided in the meeting notice.
- **Phone** - No testing needed. Simply call the number listed in the meeting notice.

Some helpful resources from Zoom: [FAQ](#) and [Zoom Video Tutorials](#)

### **"Joining" (attending) the meeting**

1. Please plan to join the meeting 5-10 minutes early to test your technology.
2. When you first join, you will be in a "waiting room." While in the waiting room you will not be able to hear audio or communicate via text.
3. Before the meeting begins, hosts will "admit" you. We may ask you to rename your display name so everyone can easily identify participants. We encourage you to include your name, e.g., "FirstName LastName – Public" or "FirstName – Public." If you prefer, choose an anonymous identifier such as "Community Member" or "Public."

Note: If you joined by phone, Zoom masks your number in the initial display name, e.g., 888\*\*\*\*666. Meeting hosts will help you rename your display name for the meeting.

***Technical trouble during the meeting? Chat not working?*** Text/call PUB staff: Amy Archer-Masters, 503-823-8340. Please be patient. It may take us a few minutes to reply.

### **Giving public comment**

We invite the public to comment during the public comment section of the agenda, prior to Board votes, and between meetings.

1. **Public comment section of the agenda** - Those signed up to give comment during the public comment section will be called by name. Sign-up in one of three ways:
  - a. **Email** - Email [utilityboard@portlandoregon.gov](mailto:utilityboard@portlandoregon.gov) within 24 hours before the meeting. We will add your name to the list;
  - b. **Chat box** - During the first five minutes of the meeting, use the chat box to tell the meeting hosts you'd like to give public comment; or
  - c. **Speaking up when phone lines are unmuted** - We will unmute the phone lines right before public comment begins and ask folks if they'd like to be added to the list. This is an easy way to sign-up for folks who have joined by phone.
2. **Giving comment prior to a Board vote** - Prior to any vote of the board the public will have a chance to provide comment. We will unmute the phones right before a vote and ask for public comment.
3. **Public comment outside of scheduled meetings** - The board accepts public comment about any potential PUB matter any time by emailing [utilityboard@portlandoregon.gov](mailto:utilityboard@portlandoregon.gov) or calling 503-823-1810.

### **Guidelines for public participation**

The following norms will be applied to virtual Board meetings.



**Communicating during the meeting** - When you speak, state your name first so everyone, including those on the phone, knows who is speaking. State the name of the person you are addressing or state that you're addressing the group.



**Chat box** - You will only be able to chat with hosts, PUB Chairs and staff. Chat should be limited to technical and logistical issues, e.g., to sign-up for public comment; to ask for technical assistance, to remind folks that you have been waiting to speak.



**Raise Hand** - Primarily used by the Board. During public comment periods, the public can raise their hand. If connecting by phone, press \*9 to raise your hand.



**Video** - Videos may be turned on for the Board, presenters, and facilitators. Everyone else, including members of the public, will have their videos turned off.



**Microphone** - Please mute your phone when not talking. Members of the public will be muted unless giving public comment or during introductions. If using a phone, press \*6 to mute/unmute.



**Recording** - The meeting may be recorded.