

HOUSEKEEPING REMARKS FOR REMOTE MEETING FORMAT

- Good morning, and thank you for participating in Governing Board meeting.
- We will do our best to facilitate a smooth meeting with public participation.
- We ask that everyone be patient.
- We have two formats for participation: the ZOOM web application as well as teleconference.
- Before we begin, I want to review some guidelines and general instructions for the meeting.
- These are very important, so I ask that you pay close attention.
- Please silence your other communication devices such as your cell or desk phone. This will ensure that we are not hearing any feedback or causing interruption during the meeting.
- During the meeting, all participants on ZOOM, except for Board Members and South Coast AQMD staff will

be placed on Mute by the host. That means that you will not be able to mute or unmute your lines manually.

- After each agenda item, the Chair will announce public comment.
- **ZOOM VIDEO INSTRUCTIONS**
For those on ZOOM: if you would like to make public comment, on the ZOOM screen, please click on the “Participants” button on the bottom of your screen.
- A list of participants will appear on the right side of the screen. At the bottom of the list, please click on the grey “raise hand” button.
- This will signal to the host that you would like to provide public comment and you will be added to the list.
- If you are using ZOOM on your smartphone. A new screen will pop up with the list of participants. Look for the “raise hand” button on the screen.
- **For those calling in using the phone line only** you can dial *9 on your keypad to signal that you would like to comment.

- Your name will be called when it is your turn to comment and the host will unmute your line automatically.
- Please note, you can hang up and or leave the ZOOM meeting at any time.
- (NOTE: WE DON'T TYPICALLY ANNOUNCE THESE AT MEETINGS UNTIL WE ARE FORCED TO, BUT CAN IN THIS CASE IF YOU WISH.)

- **DECORUM**

- Please adhere to the speaker time limit.
- Please treat others with courtesy and civility and respect the Public Meeting Process.
- Rules prohibiting the use of signs, or posters remain in effect for Video participation.
- Profanity, discriminatory comments, or obscene gestures are prohibited
- Disorderly, unruly or aggressive behavior that infringes upon the rights of others or disrupts the good working order of the meeting is also prohibited.

- Any violation of the above rules can result in your mic being mute, your video feed shut off, or you being dropped from the phone or ZOOM meeting lines.