

How to Participate in Sebastopol City Council Meetings During the Pandemic



City Council Meetings are held virtually on the **First and Third Tuesdays** of each month at **6pm**.



On the City's website www.cityofsebastopol.org click on the blue **Council Mtg Agenda** box on the homepage - Here you will find the Meeting Agenda, links to all related documents, and Zoom links and instructions for joining the meeting.



On the **City Council Meeting Page**, click on the Link under **Join Zoom Meeting**. The Meeting ID and Passcode are listed under the link and are posted the Thursday before the meeting.



Once you have joined the Zoom meeting, the Mayor will request **public comment** during the Public Comment periods on the agenda. Once the Mayor has announced the public comment period, please do one of the following:



OR



Public Comment Using a Computer or Smart Phone:

Click on the "Raise Hand" feature in the webinar controls. This will notify Meeting Host that you have raised your hand. Meeting Host will unmute your microphone when it is your turn to provide public comment. A prompt will appear to confirm you would like to be unmuted and then you will have three minutes to provide public comment. Once your public comment has ended, you will be muted again.

Public Comment Using a Regular Phone:

Dial *9 (star 9), this will notify the Meeting Host that you have "raised your hand" for public comment. Meeting Host will unmute your microphone when it is your turn to provide public comment. You will hear "you are unmuted" and then you will have three minutes to provide public comment. Once your public comment has ended, you will be muted again.

I don't want to provide public comment live; can I provide my public comment for the record another way?

Of course! Please submit all public comments via email to mgourley@cityofsebastopol.org or call (707) 823-1153 to leave your comments via voicemail or with City staff. Comments should be received by 4:00 pm of the meeting date.

I don't have a computer or smart phone; can I still use Zoom?

No problem! Call City Hall at (707) 823-1153 no later than 5:00pm the day of the meeting and request the Meeting ID and Passcode for the upcoming meeting. You may then participate by calling 1(669) 900-6833 and entering the Meeting ID and Passcode and following the verbal prompts.



I am having difficulties preparing for the meeting and learning Zoom, do you have any resources to help me?

Yes, please visit Zoom's website support page on helpful tips to prepare for the meeting: <https://support.zoom.us>

