



MEETING ROLES & HOW TO MAKE A PUBLIC COMMENT

What roles are there at MetroPlan Orlando virtual board and committee meetings?



PARTICIPANTS

Board & committee members are the main participants in discussion, and staff help the meeting run smoothly

OBSERVERS

Members of the public are observers and can comment at two specific points in the meeting



How do virtual meetings work?

Some things about virtual meetings are the same as in-person meetings:

- Get familiar with the agenda, available at MetroPlanOrlando.org
- Accommodations will be made under the Americans with Disabilities Act and Title VI. Contact info to request accommodations is listed at the bottom of each agenda.

Other things are very different. These include:

- An electronic sign-in link for the meeting is provided in the meeting notice on MetroPlanOrlando.org
- Keep device microphones muted unless recognized to speak
- Public comments are accepted in advance by email or phone, and are summarized for the record during the meeting

How do I make a public comment?

COMMENT DURING THE MEETING

To do this, you'll need to be logged in to the meeting through Zoom video conferencing service or a phone line. All public comments will be audio only (no video). When the public comment period arrives on the agenda, **please use the "Raise Hand" feature and wait to be recognized.** When the chairperson calls you, the host will unmute your microphone. You'll be asked to **provide your name and address** for the record. Persons joining the meeting via phone can use the virtual "Raise Hand" feature by pressing *9 on the phone's keypad.



SUBMIT YOUR COMMENT VIA EMAIL OR PHONE BY NOON THE DAY BEFORE THE MEETING

Email comments received by this deadline will be read or summarized at the meeting and attached in full to the official record after the meeting. Comments should be sent to Comment@MetroPlanOrlando.org. Phone message comments received by the deadline will be played at the meeting and summarized in the official record after the meeting. The public comment phone line is **407-906-2347**. **Email comments and phone message comments must include: your name, a way to contact you (phone number or email), and the meeting name.**