

Mono County Community Development Department

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Remote Meeting Procedures

Instructions for observing the meeting only (no commenting): 1) Click on the “live video” link found on the email/calendar posting for the meeting or 2) search “Mono County Granicus” and click on that link or [here](#) which will bring up the webpage with all live stream County meetings, find the appropriate meeting under “Upcoming Events” (Planning Commission – special meeting for April 16, 2020), and click on “View Event”.

Instructions for joining the videoconference meeting with option to comment: Click the weblink provided in the agenda or go to <https://zoom.us/join> and input the *Meeting ID* posted on the agenda. Audio conferencing options will pop up; join through your computer speaker and microphone, or by phone by dialing (669) 900-6833 and entering the same *Meeting ID* that is posted on the agenda.

Instructions for joining the meeting by phone only (not video) with option to comment: Dial (669) 900-6833 and enter same *Meeting ID* posted on the agenda.

Upon Meeting Entry

- All participants will be muted and video will be off. *Please remain muted and keep your video off until asked to speak by the meeting moderator.*
- Participants may only chat with the host.

To comment

- **Time Limits:** Please limit comments to the time specified by the Chair. Do not restate points that have already been made; instead, state your agreement with previous speakers.
- **On the Zoom videoconference meeting:** When the Chair calls for public comment, please select “Chat” at the bottom of the screen and then select “Raise Hand.” Wait for the meeting moderator to call your name and unmute you. At that time, you may turn on your video if you wish. Once you have finished speaking, please turn off your video and mute yourself.
- **On the phone:** When the Chair calls for public comment, please dial *91 to raise your hand and be placed in the comment queue. Wait for the meeting moderator to ask you to speak and unmute you. Once you have finished speaking, please mute yourself.
- **Written comments:** Please limit comments to 250 words or less and email to cddcomments@mono.ca.gov. Comments received after 3 pm Wednesday the 15th and before the final Commission vote shall be read orally by staff into the record. Please note that if your written comments are longer than 250 words, they will be summarized by staff.
- **Written comments received by 3 pm Wednesday April 15th** will be posted to the meeting website on the Mono County calendar and sent to the email distribution list.
- **Presentation materials** must be submitted by 3 pm Wed., April 15th to be shown at the meeting.

Meeting Decorum and Ground Rules

- Verbal comments and video must remain respectful and appropriate with the same expectations as a physical meeting.
- Participants shall remain muted and with video off until asked to speak by the meeting moderator.
- The connection for egregiously disrespectful behavior will be terminated immediately with no warning.
- Other disruptive behavior will receive one warning before the connection is terminated.

Technical Support: For technical support during the meeting, email cddcomments@mono.ca.gov, post a comment to the host in the Zoom chat room, or call (760) 924-1800.