

East Bay Community Energy - Virtual Board Meeting Instructions

Virtual Board Meeting Roles

EBCE will be using the Zoom Webinars platform to host virtual meetings. The following outlines the roles using Zoom Webinar terminology.

- Host: *The user who scheduled the meeting, and has controls over participants' speaking and presenting capabilities, starting/stopping of recording, and starting/stopping the meeting.*
 - This role is reserved for the Clerk of the Board.
- Co-Host: *Same controls as host. Must be made Co-Host by the Host.*
 - Assistant Clerk of the Board will be advanced to Co-Host by the Host (Clerk of the Board).
- Panelist: *Speaking and presenting capabilities. Can mute and unmute oneself without restriction.*
 - Who gets added as a Panelist to an EBCE Board Meeting?
 - All personnel who would have a dedicated microphone if the meeting were to be held in person, plus any Staff members presenting Items.
This entails:
 - All EBCE Board or Committee Members of the meeting body
 - EBCE CEO
 - EBCE COO
 - General Counsel
 - Chair of CAC
 - Any specific Staff members presenting Items
- Attendee: *Muted upon entry and must ask for permission to be unmuted to have speaking capabilities.*
 - Members of the public, including any non-presenting Staff will join as Attendees

Participating in a Virtual Board Meeting

Entering the Meeting

Members of the public have may take one of the following options:

1. Join by computer or smartphone (audio *and* visual):

 - a. Copy and paste the URL posted in the agenda into a web browser on either a computer or smartphone. If joining via smartphone, Zoom will require you to download the app (free). Joining by computer will be the easiest option, so that is encouraged if available.

2. Join by phone dial-in (audio only):
 - a. Dial the phone number posted in the agenda, followed by the webinar ID and '#'.
#
 - b. If joining by phone only, there will not be a way to follow the below protocol for making public comment.

Audio Controls and Settings:

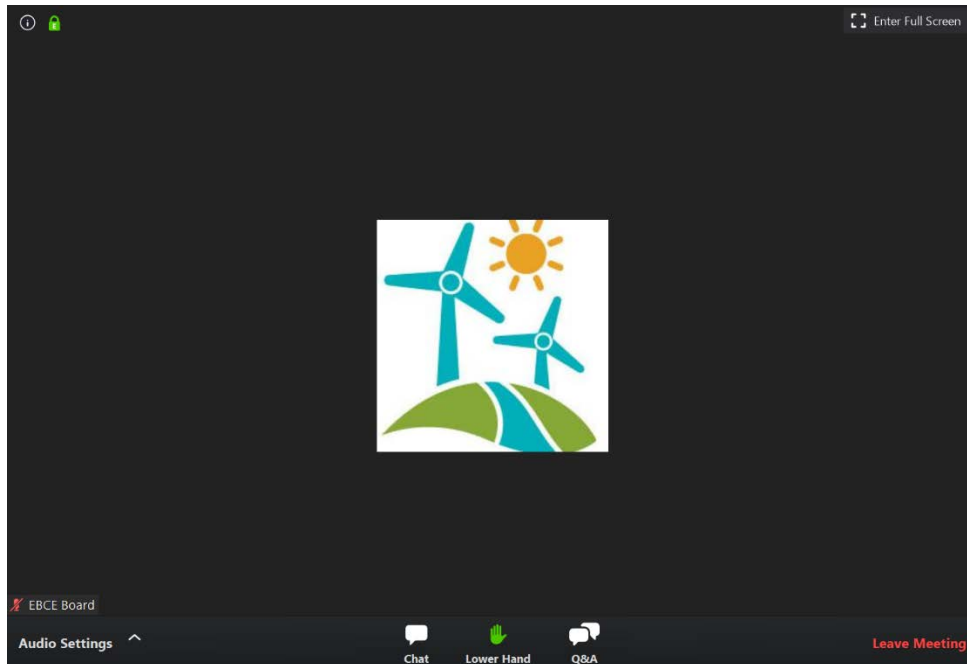
If you have joined from your computer and the audio is not clear, you can switch to a phone dial-in. You can do this by hovering your cursor over the Zoom screen and clicking the ^ next to 'Audio Settings' (at the bottom left) and clicking 'Switch to Phone Audio'.

Making Public Comment:

To make public comment on items not on the agenda or prior to the meeting please complete the [Public Comment](#) form at least 30 minutes prior to the start of the meeting. Submitted comments will be forwarded to the meeting body prior to the corresponding meeting, the Chair may request comments be read into record. If you wish to make your comment during the meeting, please indicate so in the short answer portion of the public comment form, at the top of your comment. You must complete the form in order to be called upon during the meeting.

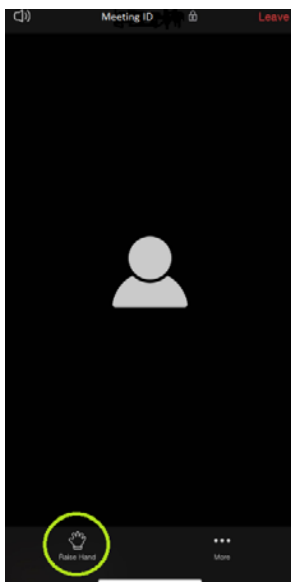
To make public comment after submitting speaker form if joining by video conference

- Complete the public comment speaker form 30 minutes before the meeting start. Use the 'Raise Hand' function when your name is called. To access this option, hover your cursor over the Zoom screen to see the control panel and click 'Raise Hand' (see image below for location). The Clerk or the Chair will announce who will speak next and unmute the speaker. The speaker will have the standard three minutes to speak after which the speaker will be muted. The Chair may limit the amount of time given to each speaker.



To make public comment after submitting speaker form if joining by smartphone

- Complete the public comment speaker form 30 minutes before the meeting start. Use the "Raise Hand" Function (see image below for location) when your name is called. When it comes time for public comment, the Clerk or the Chair will announce who will speak next and unmute the speaker. The speaker will have the standard three minutes to speak after which the speaker will be muted. The Chair may limit the amount of time given to each speaker.



To make public comment after submitting speaker form if joining by phone (landline)

- Complete the public comment speaker form 30 minutes before the meeting start. Press #9 to use the "Raise Hand" function when your name is called. Comments can

also be submitted prior to the meeting using the [Public Comment form](#) (same form used to sign up for public comment at the meeting). Submitted comments will be forwarded to the meeting body prior to the corresponding meeting, the Chair may request comments be read into record.