



## East Bay Community Energy – Virtual Board Meeting Instructions

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### 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.*
  - Who gets advanced to a Co-Host to an EBCE Board Meeting?
    - The Board Chair and 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 Members
      - 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

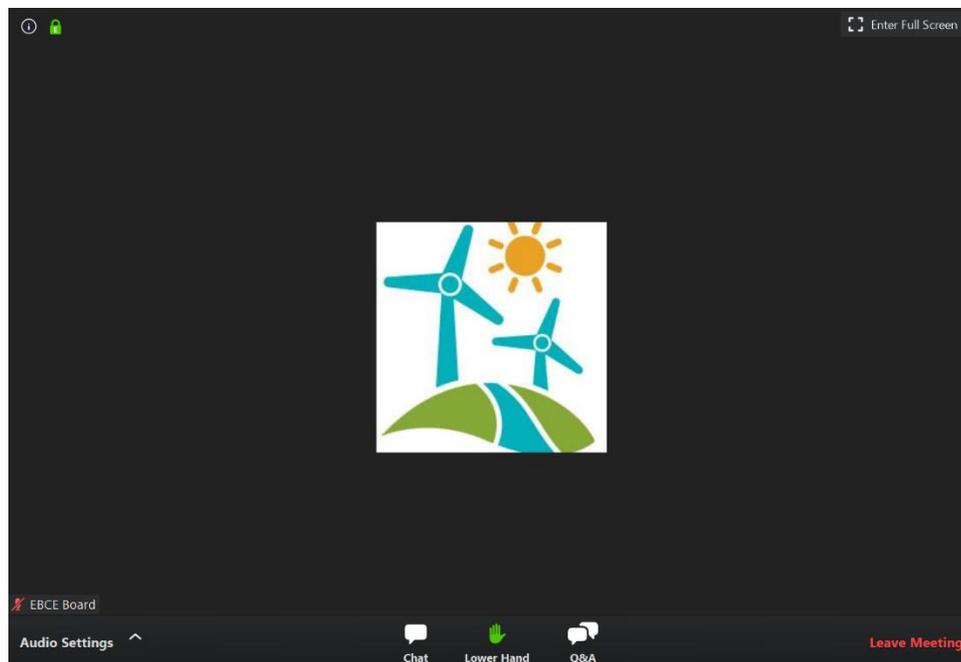
Members of the public have may take one of the following options:

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.

### Making Public Comment:

To make public comment if joining by video conference

- Use the 'Raise Hand' function. Mouse over the Zoom screen to see the control panel and click 'Raise Hand' (see image below for location). When it comes time for Public Comment, the Clerk or the Chair will announce who will speak next and unmute the speaker. They will have the standard three minutes to speak after which the individual will have to 'Raise Hand' again if they wish to comment on a later item. The Chair may limit the amount of time given to each speaker.



To make public comment if joining by phone

- Please submit your public comment via email if you are joining by phone. Public comment will be forwarded to the Board. If time allows, public comment may be read into the record.



Audio Controls and Settings:

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