



PUBLIC HEARINGS VIA TELEPHONE AND/OR VIDEO-CONFERENCING

Consistent with Governor Inslee’s Emergency Proclamation 20-28, similar to other cities in the State of Washington, Mount Vernon is currently prohibited from holding in-person public meetings or hearings. However, the City does have ways that the public can listen to, watch, and provide public testimony with a phone-in option or through a video conferencing web application named Zoom.

This handout has been created to provide step-by-step instructions to the public to make participating in public meetings or hearings as easy and stress-free as possible. Throughout the remainder of this handout when the term meeting is used it is intended to describe both meetings and hearings.

STEP 1: GET READY TO CALL-IN OR VIDEO-CONFERENCE

1. Whether you plan on calling or video-conferencing into a meeting the first thing you need to do is locate the **Telephone Number** and the **Meeting ID** on the City notice informing you of the meeting.
2. If you cannot locate the **Telephone Number** and/or the **Meeting ID** you need to contact the applicable City representatives, listed below, and ask to receive this information. Current staffing and workloads mean that it could take the City 24-to 48-hours to respond to your request for this information – so please plan ahead.
 - To attend a City Council meeting call or email the Mayor’s office at: mvmayor@mountvernonwa.gov or 360-336-6211
 - To attend a Hearing Examiner meeting call or email the Development Services Department at: PermitTech@mountvernonwa.gov or 360-336-6214
3. If you are using the video-conferencing option you need to download the Zoom application to your electronic device e.g. cell phone, tablet or personal computer, *prior* to the hearing. This software is found at: <https://zoom.us/>

STEP 2: DIAL AND/OR LOG INTO THE PUBLIC MEETING

1. For Telephone Only Users: on the day and at the time of the meeting dial the telephone number provided to you on the City’s notice. Once you dial in you will be prompted to enter your **Meeting ID** number followed by #. Remember the **Meeting ID** is on the City notice.
2. For Zoom Users: on the day and at the time of the meeting navigate to <https://zoom.us/> and click on the icon “Join a Meeting”.
 - a. When prompted enter the **Meeting ID** number
 - b. Click on “Open Zoom Meetings” when prompted
 - c. If you do not have a Zoom account, a dialog box will appear asking you to enter your name. Please enter your first and last name and identify yourself as the public. (e.g. Jane Doe, Public). If you have a Zoom account, your name will automatically be displayed.
 - d. There are times that meetings will require a Password before access into the meeting is granted. In these cases, the Password will be provided in the notice where the telephone number to call in and **Meeting ID** are located.

STEP 3: MAKING PUBLIC COMMENTS

1. To make sure one just one person is speaking at a time, and that public comments are received during the correct hearing, City staff will call on those listening to or video conferencing via Zoom, one-by-one as follows:
 - a. For City Council meetings, those that have called or video conferenced into the meeting will be placed in a virtual “waiting room” until the agenda item related to the public meeting is introduced.
 - b. After the Mayor or Examiner introduce the public meeting they will call on City staff to provide an overview of their staff report. Once the staff presentation is complete, the Applicant will be provided the opportunity to comment on their project. When the Applicant is finished the public comment portion of the meeting will begin as follows:
 - i. Those that have video conferenced into the meeting, provided their names, and identified themselves as the public, will be recognized.
 - ii. Next, those that have video conferenced into the meeting that have Zoom accounts with their names displayed will be recognized.
 - iii. Last, those that have called in will be called-on by their telephone number.
2. When City staff calls your name or telephone number, please introduce yourself and provide your comments; or state that you have no comments and the City will call on the next member of the public.
3. If you have a document you would like the City Council or Hearing Examiner to have please state this when you are making your comments – please see **Step 4**, below.

STEP 4: SUBMITTING DOCUMENT(S)

1. Anytime you wish to provide the City Council or Hearing Examiner with document(s) you must contact the staff person on the meeting notice to arrange giving them a copy of your documents, preferably 24-hours before the meeting is scheduled.
2. The City needs to have these documents before the meeting to ensure that the City Council or Hearing Examiner has a copy of your document(s) during the meeting.
3. If you have a document you would like the City Council or Hearing Examiner to have you will state this when you are making your comments. If you have not previously provided your document to the City arrangements will be discussed regarding how to best get this document to the Council or Examiner following the hearing.

TECHNICAL DIFFICULTIES

If you are unable to sign into the meeting via telephone or video conference, please contact the applicable staff person listed below.

- For a City Council meeting call: **360-630-6246**
- For a Hearing Examiner meeting call: **360-630-6288**

If the technical difficulties cannot be solved, the applicable City Staff will inform the Council or Examiner of the issues and they can determine how to receive your comments.