Providing Public Comment - Instructions
WebEx

1) **DIAL** the Toll-Free Number listed for the meeting (front page of Agenda).

2) Enter the **Access Code** (front page of Agenda) then press #.

3) **Press # again** to join the meeting as a participant. You will hear a **beep** when you have entered the meeting.

4) When you hear the **beep**:
    a. Stop and **LISTEN**
    b. Wait for Public Comment to be announced
       (by Item Number or for General Public Comment)

5) When the Clerk calls Public Comment, **dial * 3** to be added to the speaker line.

6) When you dial * 3, you will hear *'You have raised your hand to ask a question. Please wait to speak until the host calls on you.'* - **WAIT for your turn to speak.**

7) When you hear *'Your line has been unmuted.'* - **THIS IS YOUR OPPORTUNITY TO PROVIDE YOUR PUBLIC COMMENT**

8) You will have the **standard 2 minutes** to provide your comments.

9) Once your 2 minutes have ended, you will be moved out of the speaker line and back listening as a participant in the meeting (unless you disconnect).

10) Participants who wish to speak on other items on the Agenda or for other comment periods may stay on the meeting line and listen for the Clerk's next prompt.

Interpretation services are available at all full Board of Supervisors meetings. If you require interpretation services for a Committee meeting, please contact the Clerk of the Committee, email board.of.supervisors@sfgov.org, or call (415) 554-5184 at least 48 hours in advance of the meeting.

BEST PRACTICES

- Call from a Quiet location
- Speak slowly and clearly
- Turn down any televisions or radios around you
- Address the Board, as a whole, do not address individual Supervisors
- No electioneering