Electronic Meeting Access

There are two options for attending an electronic meeting:

1. Listen to the live audio broadcast; or

2. Virtually attend the meeting using Webex

Either option:
• Requires a phone or computer with internet access; and
• Is accessed through the committee’s webpage
Steps to Virtually Attend an Electronic Meeting

Follow these steps to virtually attend an electronic meeting. Each step is explained on the following pages.

1. On the committee’s webpage, click on “Virtual Meeting Access”
2. Enter your first name, last name, and email address (this information is required)
3. Click “Join Now” and you will enter the Webex meeting as an attendee
4. Check your audio settings and then click “Join Event”
5. Listen and watch the meeting
   • Adjust your view and open the “participants” list
   • Please be advised: your microphone will be muted which means committee members and other attendees will not be able to hear or see you during the meeting.
   • If the chair allows public comment and you want to comment on the agenda item, virtually “raise your hand”.
   • Once called on by the chair, your microphone will be unmuted and you may provide your comment. You may provide comment on more than one agenda item, if the chair allows for public comment.
6. Leave the meeting when you are finished watching
1 – Click on “Virtual Meeting Access”

- Go to the committee’s webpage

- Approximately 15 minutes before the meeting is scheduled to begin, click “Virtual Meeting Access”

Click the “?” to read the public comment procedures and guidelines
• Your first name, last name, and email address are required

• After entering your information, click “Join Now”

• Do not change or delete the “event password”

Please be advised: you cannot enter the meeting until the event is started. If you’re unable to enter the meeting, wait until approximately 15 minutes before the meeting is scheduled to begin and try again.
4 – Check Settings and Join Event

- Check audio settings and adjust, if needed
- Click “Join Event”
5 – Listen and Watch the Meeting

- The committee and other meeting attendees will not be able to hear or see you when you enter the meeting.
- If called on by the chair to provide comment, your microphone will be unmuted and the members and attendees will hear you.
- When you are finished providing comment, your microphone will be muted again.

Click here to adjust your view

Click here to see the participants list and the “raise hand” button

Click here to “raise your hand” if you want to provide public comment on an agenda item. Please be advised: public comment is at the chair’s discretion.
6 – Leave the Meeting

• After providing comment, you may keep watching and provide comment on subsequent agenda items, if the chair allows

• You may leave the meeting anytime by clicking the red “X”