

Instructions for Virtual Attendance at Selah Town Hall Meeting

TOWN HALL MEETING VIA ZOOM

How the Meeting Will Work

City of Selah Town Hall Meetings will be held via Zoom Webinar and available by telephone. The Mayor and Human Resources Manager are the **co-hosts** of the meetings, members of the Selah City Council may appear as **panelists**. Selah residents and members of the public – as well as City staff – are **attendees**.

Webinar **attendees** do not interact with one another; they join in listen-only mode, and the host will unmute one or more attendees as needed.

How to Participate in the Meeting

- [Click this link](https://us02web.zoom.us/j/81299812537) or copy/paste the URL below into your browser
<https://us02web.zoom.us/j/81299812537>
- Dial in the US: +1 253 215 8782 or +1 669 900 6833 or +1 346 248 7799 or +1 929 436 2866 or +1 301 715 8592 or +1 312 626 6799

Webinar ID: 812 9981 2537

How to View the Meeting

To view the live meeting outside of Zoom:

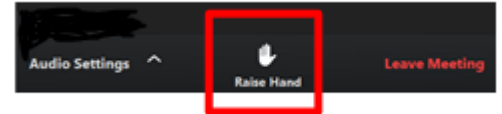
- Go to [the City's YouTube Channel](#)

How to Provide Public Comments

Live Public Comment: You may join the webinar as an attendee to comment during the public comment portion of the meeting or call via telephone.

Anyone wishing to speak shall maintain appropriate civility. Comments that are vulgar, degrading, derogatory, or slanderous, in nature shall not be permitted.

Anyone not wishing to speak, but who have questions, may submit those questions in writing inside the zoom application. Those questions may be answered verbally by the Mayor or in writing by city staff.



Public Participation Guidelines

Below are recommendations for use by members of the public in meetings conducted via Zoom Webinar.

- **Identification:** Upon entering the webinar, please enter your first and last name or phone number, so that the host can call upon you during the public comment period.

- **Raise Hand (pictured above):** You have the ability to virtually raise your hand for the duration of the meeting but you will not be acknowledged until you are called on during the public comment period.

NOTE: If you have used your telephone to access the Zoom meeting, **you may press *9** to “raise your hand”. The host will unmute you when it’s your turn to speak.

- **Public Comment Period:** Use “Raise Hand” to be called upon by the host. The host will announce your name when it’s your turn.

- **Mute/Unmute:** Attendees will be muted and not audible to the Council except during times they are designated to speak. When you are announced, you will be able to unmute yourself.

- **Time limit:** Those testifying or providing audience comment will be limited to three (3) minutes each speaker unless an exception is granted by the Council.

- **Use headphones/mic** for better sound quality and less background noise, if possible.

For additional information
call 509-698-7328 or email
monica.lake@selahwa.gov