



## **How to provide public comment during a Zoom webinar board meeting**

The MiraCosta Community College District Board of Trustees values input from constituents and takes public comment on all agenda items before the Board for review and consideration. Follow these instructions to provide public comment.

The Board President will indicate when there is an opportunity to provide public comment. A MiraCosta College staff member will call your name when it is time to speak.

### **To access the Board of Trustees meetings**

To virtually attend, use the webinar access link or the call in number on the top of the meeting agenda and use webinar ID listed. The Board President will indicate when it is time to speak, and staff will call on you to speak.

### **How to comment by computer**

Join the meeting using the webinar ID found on the meeting agenda; wait for the Board President to call for public comment.

Once the Board President calls for comment, click the “raise hand” icon on the Zoom toolbar located at the bottom of your screen. A college staff member will call your screen name when it is your time to speak. You will be given panelist capabilities with the option to turn on your camera. Please un-mute yourself (lower left corner of your screen) and comment.

### **How to comment by phone**

Join using the phone number and webinar ID on the meeting agenda; wait for the Board President to call for public comment.

Once the Board President calls for comment, press \*9 on your phone to “raise your hand”, which notifies the Zoom host you wish to speak. (Note: if you are using a cell phone and have been on the call for a while, you will need to “wake up” the screen before pressing \*9).

When it is your turn, a college staff member will call the last four digits of your phone number and an automated voice will instruct you to press \*6 to un-mute. Please un-mute yourself to speak. (Note: please only press it once.)

Once you are done with your comment, mute your phone by pressing \*6.

### **Written comment**

Written comments are welcome via email at [jbollerud@miracosta.edu](mailto:jbollerud@miracosta.edu) or mail:  
Attn: MiraCosta College Board of Trustees, 1 Barnard Drive, Oceanside, CA 92056

If you wish to present digital documents or materials to the Board, please follow the instructions for written comment above.