

Instructions for Virtual Attendance at Renton City Council Meetings

COUNCIL MEETINGS VIA ZOOM

How the Meeting Will Work

City Council meetings will be held via Zoom Webinar, broadcast on Channel 21, and available by telephone. The City Council Liaison and City Clerk are the **hosts** of the meeting, the Renton City Council are **panelists**, Renton 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 View the Meeting

To view the live meeting outside of Zoom:

- [Renton TV Channel 21](#)

How to Provide Public Comments

The City Clerk's Office is accepting public comments on behalf of the City Council in the following ways:

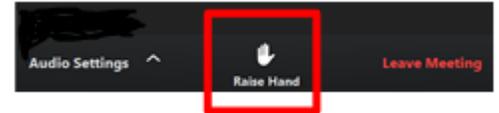
Email:

- **Email Address:** cityclerk@rentonwa.gov or jmedzegian@rentonwa.gov
Subject: Public Comment for the Upcoming City Council Meeting on [date]

Live Public Comment: If you are unable to provide a written comment (by email), you may join the webinar as an attendee to comment during the public comment portion of the agenda or call via telephone.

You may access the Zoom webinar as follows:

- Request a link via email (above) or by phone (425-430-6501) by 10 a.m. on the day of the meeting. Advance instructions for how to address the Council will be provided to those who sign up in advance to speak and again during the meeting; or
- [Click this link](https://us02web.zoom.us/j/87006639675) or copy/paste the URL below into your browser <https://us02web.zoom.us/j/87006639675>
- Dial in the US: +1 253-215-8782
Enter the webinar code: 870 0663 9675



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 name, number or other chosen identifier, 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 five (5) 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 425-430-6501 or email
cityclerk@rentonwa.gov or
jmedzegian@rentonwa.gov