

Citizens' Comments via zoom

This option is intended for members of the public unable to attend a meeting in person and be able to participate virtually during **Citizen's Appearance** for general comments or a **Public Hearing** on a specific agenda item during regularly scheduled City Council Meetings.

- **Register online before noon** on the meeting date.
- **Join the meeting by 7:15 PM** or 15 minutes prior to the start of the Regular Session to perform an audio check.
 - **Keep in mind** technical staff will not be able to diagnose issues with Zoom.
 - Monitor your email and be ready to call in via phone if the audio check fails.
 - If you are unable to join, call in to the number provided in your confirmation email.
 - You will not be able to share your screen on Zoom. Any content should be provided during with your registration form as a **PowerPoint attachment**.
- **Order of Appearance**
 - Once the Mayor announces Citizens' Appearance or opens the Public Hearing and calls your name, you will be allowed to speak.
 - **Before you speak, make sure to unmute. If you are on a phone, you will need to press *6.**
 - All in-person speakers will be called by the Mayor first before virtual speakers.
 - Virtual appearance order is based on the order in which your online registration is received.
 - Time limits and rules of conduct apply to all speakers.

If you have any questions before the meeting, please contact the City Secretary's Office at citysec@coppelltx.gov or call 972.304.3669.

