



VIRTUAL BOARD OF COUNTY COMMISSIONER MEETINGS PUBLIC PARTICIPATION GUIDELINES:

STARLEAF COMMISSIONER MEETINGS

How the Meeting Will Work

Regular and Work Session Commissioner Meetings are held via Starleaf. The BOCC Staff are the **organizers** of the meeting, the Board of County Commissioners are **Spotlight** members, Island County residents and members of the public – as well as County staff or guest presenters – are **Audience**. Webinar attendees do not interact with one another; they join in listen-only mode, and the host/organizer can unmute one or more attendees, or promote them to spotlight, as needed.

How to Attend with Active Participation

The Public and guests who are expected to **speak** during public comment or public hearing section of the board meeting should use the link below.

- Please make sure Starleaf is up to date.
- Starleaf Access to BOCC Meeting:
- **Tuesday** meeting:
Call-in: 1-669-800-5335 and entering meeting ID number 491 987 8603
Video: <https://meet.starleaf.com/4919878603/app>
- **Wednesday** meeting (public may listen but comment is **not** taken):
Call-in: 1-669-800-5335 and entering meeting ID number 481 746 6323.
- You can also access the link via the IC Calendar of Events Website:
<https://www.islandcountywa.gov/Pages/Home.aspx>

Calendar of Events



How to Participate When You are Called On

When it is time for public comment/public hearing, the Clerk of the Board will **promote** you to re-enter the webinar as a spotlight member, and you will have video and mic privileges (see right column). However, when your allotted time to speak has concluded, the Clerk will **move** you to re-enter the webinar as an audience member.

How to Get Tech Support during Live Meetings

- Email Clerk of the Board: vj.shaddy@islandcountywa.gov
- Call BOCC (office): 360-679-7354

PROMOTE ATTENDEE TO SPOTLIGHT:

The Clerk/Deputy Clerk of the Board will promote you from Audience to Spotlight when it is your time to speak. You will join with video (turn on video) and audio. You will then see your name moved from Audience to Spotlight.

Participation Guidelines for Tuesday Meetings

Below are recommendations for use by the public in meetings conducted via Starleaf.

- **Mute yourself and turn off your video** when you are a panelist and not actively speaking to minimize audio feedback.
- **Use headphones/mic:** this provides better sound quality and less background noise.
- **Battery power:** Ensure device(s) are fully charged. Keep a charger nearby because your battery will likely drain through the meeting.
- **Public comments:** When the Chair has recognized you to speak, please be mindful of the following (this applies to in person and virtual participation):
 - State your name (optional address) clearly for the record.
 - Limit comments to three minutes, time may not be yielded to someone else.
 - All comments need to be addressed to the Chair/Board not individuals.
 - When addressing the Board you shall speak in a civil and courteous manner.
 - You shall address the agenda topic you are speaking on and be concise.
 - The Chair will notify you when time is up and request you to conclude your comments. You will be reminded to end comment before you are muted and moved back to audience.
 - Comments may also be submitted via e-mail. Clearly state the topic and meeting date. Send comments to: CommentBOCC@islandcountywa.gov



IN-PERSON BOARD OF COUNTY COMMISSIONER MEETINGS PUBLIC ATTENDANCE GUIDELINES:

IN-PERSON

Due to COVID-19 there is a limited number of attendees allowed and there are guidelines to follow. In order to participate in person at the Tuesday or Wednesday Board meetings, please follow these instructions:

- **Camano:** In-person participation is limited at the Camano Admin Building conference room. If you are unable to participate via phone or virtually, you may call 360-678-8265 or email at CamanoRSVP@islandcountywa.gov to reserve your spot.
- **Coupeville:** In-person participation is limited in the BOCC Hearing Room. To make a reservation to attend the meeting in-person, you may call 360-679-7354 or email at CommentBOCC@islandcountywa.gov
- When e-mailing the reservation request, please include:
 - Name
 - Telephone number (for contact purposes)
 - Item of interest (if applicable)
 - Will you be providing public comment
 - *If you are making a reservation for yourself and someone else, please provide their names, in order appropriately reserve the rooms.*

PUBLIC HEARINGS

If you are attending a public hearing, please note there is a different process for those wishing to provide testimony on the specific public hearing item. If you have questions regarding public hearing process, please call Virginia Shaddy, Clerk of the Board at 360-679-7385 or email at vj.shaddy@islandcountywa.gov.

Thank you for your cooperation.