

ZOOM INSTRUCTIONS

ZOOM is a web based virtual platform that is accessible by any computer, tablet, or smartphone.

The Port of Grapeview uses ZOOM to conduct our regularly scheduled meetings. We understand that the option to digitally attend meetings is a great benefit to our constituents and we will continue to provide this service.

If Zoom is a new communication tool for you, we ask that you take a moment to read through a few details below to help us conduct our meetings efficiently.

- Attend our meetings via audio only. If your video is on, the Port will turn it off.
- Keep your audio muted so that there are no interruptions while the Board conducts its business. If your audio is not muted, the Port will turn it off.

To join the meeting click the link posted on the home page and it will take you to ZOOM. The meeting starts at 7 p.m. If you enter prior to the meeting start time you will be placed in a waiting room and admitted just prior to 7 p.m.

PUBLIC COMMENT

The Commission wants to hear your ideas or concerns. There is time allotted to allow public comment during two specified areas of the meeting agenda. Each person may address the Commission one time during each public comment period. To ensure equal opportunity for the public to comment, all comments shall be limited to three (3) minutes.

If you are attending via zoom:

- Raise your hand, using the Zoom function, and listen for your screen name to be called.
- When the commission calls your name, turn on your camera and microphone to speak.
- First, provide your name and address for the meeting record.
- Keep your remarks to three (3) minutes.

Please remember:

- Comments shall always be courteous and respectful.
- State law prohibits the use of this forum to promote or oppose any candidate for public office or ballot measure.
- Please be aware that the comment period is an opportunity to provide comment and is not a question and answer session.

Other ways to share your comments:

Public comment is accepted by email. Email your public comment to portofgrapeview@gmail.com.

Thank you for your interest in the Port of Grapeview.