



Guidance for Public Participation in Electronic Board Meetings

DATE: March 20, 2020
In effect until further notice.

To participate in a virtual Board Meeting, the Public participant will need the following capabilities:

- ✓ Access to a computer with internet access
- ✓ Access to a phone (if the computer used does not have audio capabilities)

Instructions for participating in an Electronic Sarpy County Board Meeting:

- ❖ If you'd like to **participate** in a Sarpy County Board Meeting, go to the Sarpy County Board Meetings website (<https://sarpy.civicweb.net/Portal/MeetingTypeList.aspx>), you will find a link that will take you to the live meeting using **Zoom software* where you will be able to access the Board Meeting in progress.
 1. You will be prompted to install necessary **Zoom software*, or you can join from a web browser.
 2. You will have the option to join via Phone or Computer Audio.
 3. You will be muted upon entry into the virtual meeting.
 4. If participants would like to speak:
 - Simply type in the chat with your name and include that you are requesting to speak.
 - The Host will notify the Board Members of the request to speak and will notify you when it's your turn to speak (in the order the Host receives the request to speak).
 - The Host will then unmute you so you can introduce yourself and speak to the Board members as requested.
- ❖ If you'd like to **hear the live stream** of a Sarpy County Board meeting, go to the Sarpy County Board Meetings website (<https://sarpy.civicweb.net/Portal/MeetingTypeList.aspx>), click on the link of the meeting in progress, and you will be able to see the agenda and hear the live stream as usual.

*Disclaimer: Sarpy County is utilizing(not marketing) *Zoom Software* as a means to fulfill the requirements for the virtualization of Public Meetings in regards to the State of Nebraska [Executive Order NO. 20-03](#).