



VIRTUAL MEETING PUBLIC COMMENT PROCEDURES

Public participation is vital to the transportation planning process. The public is welcome at all MetroPlan Orlando public meetings and encouraged to participate.

As with our traditional meetings, there will be two periods for public comment at each board and committee virtual meeting – one for comments on action items, and another for comments of a general nature. At other types of meetings such as working groups, one general public comment period will appear on the agenda. Please reference the meeting agenda on MetroPlanOrlando.org for information on when public comment is taken.

HOW TO MAKE A PUBLIC COMMENT AT A VIRTUAL MEETING

There are several ways you can comment at our virtual meetings:

1. **Make a live comment during the virtual meeting** – To do this, you'll need to be logged in to the meeting through Zoom video conferencing service or a phone line. More information on setting up Zoom can be found at MetroPlanOrlando.org/virtualmeetings. All public comments will be audio only (no video). When the public comment period arrives on the agenda, please **use the “Raise Hand” feature and wait to be recognized**. When the chairperson calls your name and invites you to begin your public comment, the host will unmute your microphone. You will see a button pop up that says the host wants to unmute you – accept the unmute prompt to activate your microphone. You will be asked to **provide your name and address** for the record. Persons joining the meeting via phone can use the virtual “Raise Hand” feature by pressing *9 on their phone's keypad.
2. **Email a comment by noon the day prior to the meeting** – Email comments received by this deadline will be read or summarized at the meeting and attached in full to the official record after the meeting. Comments should be sent to Comment@MetroPlanOrlando.org and must include: your name, a way to contact you (email or phone number), and the meeting name.
3. **Leave a phone message at 407-906-2347 by noon the day prior to the meeting** – Comments received by voicemail will be played at the meeting and summarized in the official record after the meeting. Your message must include: your name, a way to contact you (phone number or email), and the meeting name.

RULES OF ENGAGEMENT

MetroPlan Orlando's [Public Participation Plan](#) contains a social media policy with rules of engagement to encourage courteous, civil discourse in online settings. Similar rules of engagement will be applied to our virtual meetings.

Live public comments will be accepted during the comment periods at virtual meetings, and commenters are asked to maintain the same rules of decorum as they would at a traditional public meeting. MetroPlan Orlando reserves the right to mute or disconnect virtual meeting participants for:

- Profanity
- Hate speech - Promoting, fostering or perpetuating discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation
- Sexual content or links to sexual content
- Solicitations of commerce
- Conducting or encouraging illegal activity
- Possibly compromising safety or security of public or private entities

DOCUMENTATION OF PUBLIC COMMENTS FROM VIRTUAL MEETINGS

Public comments will be heard, read, or summarized during the public comments at the meeting. All comments considered during the meetings will be included in the meeting minutes, which serve as the official record of the meeting. The official record will specify the commenter's name and by which method the comment was received.