



## PROCEDURES: Microsoft Teams for Planning Commission

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1. To join via **computer or mobile device** please click on the “Join Microsoft Teams Meeting” link in this file, or go to <https://sjgov.link/planning-commission-hearing>, and select one of the available options for joining the meeting.
  - a. Upon entrance to the meeting you will be automatically muted.
2. To join via **phone** audio conference center call **(209) 645-4071**.
  - a. Enter the conference **ID number (provided in the agenda for the current hearing)** then press **#** (Please clearly state your name when requested).
  - b. Upon entrance to the meeting you will be automatically muted.
  - c. You will receive confirmation that you have connected to the meeting.
3. The clerk will confirm participation information from all attendees in the Microsoft Teams meeting. The clerk will call upon attendees (either by name, initials, or the last four digits of their phone number) and note the purpose of calling. Please confirm whether you intend to speak in support of an agenda item(s), in opposition to an agenda item(s), or are a silent participant of the meeting.
4. When you hear the specific agenda item (referenced by number on the agenda and/or application number), be prepared to speak when called upon.
5. When the Planning Commission chair calls for speakers in support of the project, the clerk will call on individuals one at a time. Please be patient as you are admitted to the speaker line.
6. When the Planning Commission chair calls for speakers opposed to the project, the clerk will call on individuals one at a time. Please be patient as you are admitted to the speaker line.
7. When you hear the clerk call out your name, initials, or the last four digits of the caller’s phone number, **THIS IS YOUR OPPORTUNITY TO PROVIDE YOUR PUBLIC COMMENT. (The clerk will ask for those speaking in support first and then ask for those speaking in opposition second.)**
  - a. TEAMS Computer or Mobile Device Users: Unmute via the speaker icon.
  - b. Phone Users: **press \*6** to unmute

8. You will have the **standard 5 minutes** to provide your comments.
9. Once your 5 minutes have ended, you will be moved out of the speaker line and back to listening as a participant in the meeting (unless you disconnect). Please **mute** your computer, mobile device, and/or phone at this time.
10. Participants who wish to speak on other items on the Agenda or during other comment periods may stay on the meeting line and listen for the clerk's next prompt. Please **mute** your computer, mobile device, and/or phone while you are waiting.

Alternatively, you may also submit your comments for the record by sending an email to the following email address: [pcrecords@sjgov.org](mailto:pcrecords@sjgov.org) regarding a specific agenda item.

## **BEST PRACTICES**

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- Call from a quiet location.
- Please stay on **mute** until called upon as a speaker on an item.
- Speak slowly and clearly.
- Turn down any televisions or radios around you.
- Address the Commission, as a whole, do not address individual Commissioners.