

Instructions for Providing Public Comment via Zoom

The Uintah School Board welcomes comments from members of the public who are unable to attend the board meetings and public hearings in person. To participate online, please follow these steps:

Before the hearing

1. Click the Zoom link provided in the hearing agenda. If you do not have the Zoom app installed, you will be prompted to download it or join through your web browser.
2. When prompted, enter the meeting passcode listed in the agenda.
3. Enter your full name when joining. This helps the board call on you when it is your turn to speak.
4. Test your microphone and speakers in advance. Zoom offers a built-in audio test under Settings > Audio.

During the hearing

1. Upon joining, you will be placed on mute by default. Please remain muted until called on to speak.
2. When the board opens the floor for public comment, click the "Raise Hand" button at the bottom of your Zoom window (under the Reactions menu on some devices). On a phone, tap the screen to reveal the menu, then tap "More" and select "Raise Hand."
3. Wait to be recognized by the board president. When it is your turn, the meeting host will unmute your microphone and call your name.
4. State your name and city of residence for the meeting minutes before beginning your comment.
5. Comments are limited to three minutes per person. Please be respectful and stay on topic.
6. When you have finished or your time has expired, the host will mute your microphone again so the next commenter can be heard.

If you are joining by phone only

1. Dial the phone number listed in the agenda and enter the meeting ID when prompted.
2. Enter the meeting passcode when prompted.
3. To raise your hand, press *9 on your keypad.
4. To mute or unmute yourself, press *6.

