

## Vermont Climate Council

### Teams Etiquette for Members of the Public in Attendance

Members of the public are welcome to attend all or portions of the meeting.

Please enter the meeting on mute and stay muted during the meeting.

Public comments will be at the end of the meeting only.

Written comments will be received at any time via email to [ADM.Secretary@vermont.gov](mailto:ADM.Secretary@vermont.gov) and will be made available to the full Council.

Please speak in a concise and clear manner so that everyone can hear what you are saying.

Please do not record or stop the recording of the meeting. The coordinator is assigned to record the meeting and it will be posted publicly online at <https://aoa.vermont.gov/content/vermont-climate-council>.

#### **For those calling in by phone:**

- If you plan to comment during the public comment period, please call in 15 minutes prior to the meeting start time so the coordinator can identify those who plan to comment.
- Enter on mute and the coordinator will call you by the last four digits of your phone number to state your name and ask if you'd like to speak during public comment.
- Press \*6 on your phone to unmute and mute your phone.
- During the public comment period, the coordinator will call on those who asked to comment by the last four digits of the phone number and name.

#### **For those who are signed into TEAMS:**

- Use the raise hand option when it is time for comments.
- If you are having technical issues, please do not interrupt the meeting. The most common are volume issues or the audio breaking up. Please check your own volume and adjust or wait a couple minutes to see if things improve.
- To help others, please keep video off unless speaking to enhance the audio quality for all.

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