

Instructions for Virtual Attendance at Kitsap Transit Board Meetings

BOARD MEETINGS VIA ZOOM

How the Meeting Will Work

Board meetings will be held via Zoom Webinar, broadcast on Bremerton Kitsap Access Television (BKAT), and available by telephone. The Clerk of the Board is the **host** of the meeting, the Board of Commissioners are **panelists**, members of the public – as well as KT staff – are **attendees**.

Webinar **attendees** do not interact with one another; they join in listen-only mode, and the host will unmute one or more attendees as needed.

How to View the Meeting

To view the live meeting outside of Zoom:

- [Bremerton Kitsap Access Television \(BKAT\) \(Live\)](#)
Comcast Channel 12 and WAVE Broadband Channel 3
 - Playback Schedule each month
 - 1st Tuesday: Replay at 8:00PM
 - 3rd Tuesday: Replay at 8:00PM
 - 5th Tuesday: Replay at 8:00PM
 - Every Friday: Replay at 1:30PM

How to Provide Public Comments

The Clerk of the Board is accepting public comments on behalf of the Board in the following ways:

Email (please submit by 4:00PM the day prior):

- **Email Address:** stephanieml@kitsaptransit.com
- **Subject:** Public Comment [date] Board Meeting

Live Public Comment: If you are unable to provide a written comment, you may join the webinar as an attendee or call via telephone to comment during the public comment portion of the agenda. Information on how to access Zoom webinars is outlined on Kitsap Transit's website: <https://www.kitsaptransit.com/agency-information/transit-board>



Public Participation Guidelines

Below are recommendations for use by members of the public in meetings conducted via Zoom Webinar.

- **Identification:** Upon entering the webinar, please enter your name, number or other chosen identifier, so that the host can call upon you during the public comment period.
- **Raise Hand (pictured above):** You have the ability to virtually raise your hand for the duration of the meeting but you will not be acknowledged until you are called on during the public comment period. NOTE: If you have used your telephone to access the Zoom meeting, **you may press *9 to "raise your hand."** The host will unmute you when it's your turn to speak.
- **Public Comment Period:** Use "Raise Hand" to be called upon by the host. The host will announce your name when it's your turn.
- **Mute/Unmute:** Attendees will be muted and not audible to the Board except during times they are designated to speak.
- **Time limit:** Those testifying or providing public comment will be limited to three (3) minutes for each speaker unless an exception is granted by the Board Chair.
- **Use headphones/mic** for better sound quality and less background noise, if possible.

For additional information or assistance please call Stephanie Milne-Lane, Clerk of the Board at 360.478.6230 or email stephanieml@kitsaptransit.com