

Drinking Water Quality Council

Instructions for Making Public Comment via Zoom

- **When instructed**, log on to the Zoom link sent to you via e-mail. **Make sure your Zoom name is the same name used when signing up to comment.** Commenters are discouraged from calling in to the Zoom but should instead log into the Zoom link. If commenters are only able to phone in, they must provide their phone number so they can be identified.
- Only those who signed up to provide public comment will be given the opportunity to speak via Zoom. Comments should be concise and able to be presented within the 2-minute timeframe. Longer comments or those containing technical details should be submitted in writing to DWQC@health.ny.gov. Written comments received 3 days in advance of a meeting will be given to DWQC Members prior to the meeting.
- All speakers who enter the Zoom meeting must mute the volume of the webcast (see image).



- Prior to opening the public comment period, a list of Zoom commenters will be posted, in order by sign up day/time. Please take note of your spot in the queue and be ready to speak when called upon.
- Proctors will mute all Zoom commenters until it is their turn to speak. Before commenters are unmuted by the proctor, they will be sent a private Zoom message reminding them to silence the volume of the webcast. **Commenters must respond to the private message confirming their webcast feed has been silenced. Failure to respond may result in commenters being moved down the speaker list.**
- When a speaker's name and affiliation is announced and they are unmuted, they will be given 2 minutes to speak. Speakers will receive a 30 second warning, via private message, before their time is up. When commenters are finished speaking, they will be re-muted by the proctor. At that time, they should leave the Zoom meeting and un-silence their webcast to watch the rest of the meeting.