

Public Instructions for City Council Meetings

1. SIGN UP FOR A FREE ZOOM ACCOUNT

Go to zoom.us/signup and enter your email address to create a free account with Zoom web conferencing. You'll receive an email from Zoom where you will click on a link to activate your account. If you already have a Zoom account, skip to step #3 below.

2. CHOOSE YOUR DEVICE AND DOWNLOAD ZOOM

You can use a smart phone, tablet, laptop, or desktop computer. After signing up, visit zoom.us/download and download the "Zoom Client for Meetings" onto your computer. On mobile devices, search your app store for the free Zoom app and download it. Make sure to allow some extra time for the install before joining your first meeting. If you can't download Zoom and need to connect via web browser, you can use the Zoom web client (more info on browser compatibility and instructions, visit bit.ly/zoomwebinfo).

3. FIND THE MEETING INFO

You can find meeting dates, times, links, call-in numbers and instructions at orlando.gov/councilmeeting.

4. JOIN THE MEETING

On meeting day, log into Zoom a few minutes early to make sure everything is working. Once you have joined the meeting, you will be on mute until recognized to speak. You have two ways to indicate you would like to provide live public comment: (1) fill out a comment form on orlando.gov/councilcomment in advance; or (2) when prompted, raise your hand to indicate you would like to speak. If you have called in, you can raise your hand by pressing *9. If you do this, you will be called on to speak using the last four digits of your phone number.



For assistance and information on virtual City Council meetings, please contact the City Clerk's Office at 407.246.2251 or cityclerk@orlando.gov.

PUBLIC COMMENT

The public is welcome at all virtual City Council meetings and invited to make live public comments or submit written public comments in advance.

Non-repetitive comments on Consent Agenda items or Public Hearings are encouraged; large groups are asked to name a spokesperson. When recognized, state your name and address (business or residential street name are acceptable), direct your remarks to Council and limit your comments to 5 minutes per item or as set by Council. Pursuant to Robert's Rules of Order, if a speaker yields the floor before their time expires, the remaining time is waived.

Written public comment must include your name, address, phone number or email address and topic. Comments are limited to a maximum of 700 words per item.

To submit a written public comment to Council, select one of the following options: (1) complete an online comment form on orlando.gov/councilcomment, (2) email to cityclerk@orlando.gov, (3) mail to City Clerk, Public Comment, 400 South Orange Avenue Orlando, FL 32801 or (4) drop off to the 1st floor security station at City Hall. Written public comment received by 10 a.m. on the day of the virtual meeting are distributed to Council and attached to the related agenda item for public viewing. All comments received are public record.

WATCH LIVE

If you don't have a device to download Zoom, don't worry! There are multiple options to watch and participate available on orlando.gov/councilmeeting.