

Instructions for Virtual Attendance at Renton City Council Meetings



CITY COUNCIL MEETINGS VIA ZOOM

How the Meeting Will Work

City Council meetings will be held via Zoom Webinar, broadcast on Channel 21, and available by telephone. The City Council Liaison and City Clerk are the **hosts** of the meeting, the Renton City Councilmembers are **panelists**, Renton residents and members of the public, as well as City 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:

- [Renton TV Channel 21](#)

How to Provide Public Comment

The City Clerk's Office is accepting public comments on behalf of the City Council in the following ways:

Email by 5.p.m. on the day of the meeting:

- **Email Address:** cityclerk@rentonwa.gov or jsubia@rentonwa.gov
Subject: Public Comment for the Upcoming City Council Meeting on [date]

Live Public Comment: If you are unable to provide a written comment, you may join the webinar as an attendee to comment during the public comment portion of the agenda or call via telephone. Speakers must register by 5 p.m. on the day of a Council meeting in order to be called upon. Anyone who registers after 5 p.m. on the day of the Council meeting will not be called upon to speak and will be required to re-register for the next Council meeting if they wish to speak at that next meeting. Advance instructions for how to address the Council will be provided to those who sign up in advance to speak and again during the meeting.

- Register by [clicking this link](#) or copy/paste the URL below into your browser:
<https://forms.office.com/g/bTJUj6NrEE>

You may access the Zoom webinar as follows:

- Request a link via email or by phone at (425) 430-6501 by 5 p.m. on the day of the meeting; or
- [Click this link](#) or copy/paste the URL below into your browser
<https://us02web.zoom.us/j/84938072917?pwd=TUNCcnppbjNjbjNRMWpZaXk2bjJnZz09;>
or
- Dial in the US: (253) 215-8782 and enter Meeting ID: 849 3807 2917, Passcode: 156708

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.
- **Mute/Unmute:** Attendees will be muted and not audible to the Council except during times they are designated to speak. When you are announced, you will be able to unmute yourself.
- **Time limit:** Those testifying or providing audience comment will be limited to five (5) minutes each speaker unless an exception is granted by the Council.
- **Use headphones/mic** for better sound quality and less background noise, if possible.

For additional information, call (425) 430-6501
or email cityclerk@rentonwa.gov
or jsubia@rentonwa.gov