

The City of **SAN DIEGO**

Consolidated Plan Advisory Board (CPAB)

Instructions for Public Comment

To Make Public Comment via Microsoft Teams:

1. Click the Microsoft Teams link for the meeting in which you wish to provide public comment. The link can be found on the meeting agenda posted on the [website](#).
2. Enter your name and email address. Your name will be visible online when it is your time to speak.
3. When the Chair calls for the agenda item on which you wish to speak, click “**Raise Hand**.” (See the *tutorial below for instructions on how to raise your hand*.)
4. When prompted, state your name for the record and provide your public comment.
5. You will have the allotted time given by the Chair to provide your comments. Once your time has ended, you will be removed from the queue and your microphone will be muted.
6. Participants who wish to speak on other agenda items or during other comment periods must click “**Raise Hand**” again as described above.

To Make Public Comment by Phone:

1. Call the Microsoft Teams phone number and enter the webinar ID for the meeting in which you wish to provide public comment.
2. Meeting information and the phone number can be found on the meeting agenda posted on the [website](#).
3. When the Chair calls for the agenda item on which you wish to speak, press *9 to raise your hand and *6 to unmute.
4. Speakers will be called on by the last four digits of their phone number. Phone numbers will be visible online while speakers are speaking.
5. When prompted, state your name for the record and provide your public comment.
6. You will have the allotted time given by the Chair to provide your comments. Once your time has ended, you will be removed from the queue and your phone will be muted.
7. Participants who wish to speak on other agenda items or during other comment periods must press *9 again as described above.

Best Practices:

- Call from a quiet location.
- Speak slowly and clearly.

- Mute any televisions, web streams, or radios around you.
- Do not use a speakerphone.
- Ensure you are calling from a stable line with adequate service.
- Do not use profanity or hate language.

Video Tutorials:

- [Join a Meeting in Microsoft Teams](#)
- [Raise your hand in Microsoft Teams Meetings](#)