

Due to the ongoing COVID-19 Pandemic, public hearings of the Planning Commission may be conducted as an Electronic Meeting pursuant to the Emergency Ordinance adopted by the Board of Supervisors on March 25, 2020. Members of the public wishing to provide public input or speak at a public hearing electronically may do so by following these instructions:

- Call the Department of Planning and Zoning at 703-777-0246 no later than noon the day of the public hearing to sign up.
- After the sign up deadline is passed, advanced sign-up speakers will receive an email that provides instructions for joining the WebEx Event for the public hearing. Speakers may join by computer, phone, or connected device. The instructions will also be posted to loudoun.gov/pc.
- The email also provides speakers with the call-in/join window. Speakers should be logged into the meeting by the time specified in the email in order to participate in the roll call and receive additional instructions from the meeting moderator.
- The WebEx Event will be actively moderated by a member of County staff. The moderator will conduct a roll call and confirm speaker names and numbers.

Electronic Participation Procedure:

1. Join the WebEx event by using one of the options provided by email within the time window specified.
2. All electronic participants will be unmuted by the moderator. The moderator will conduct a roll call by reading the list of sign-ups to confirm name pronunciation, speaker number, and attendance. The moderators will also ask for the names of any speakers who did not sign-up in advance and assign them a speaker number. If any speakers join the meeting after the roll call, they will be given an opportunity to speak before the end of the public comment period after all other participants have spoken.
3. Electronic participants will be remuted after they have confirmed their information during roll call.
4. After roll call is complete, the moderator will provide additional instructions for the meeting as necessary.
5. After roll call is complete and additional instructions are provided, speakers may ask questions of the moderator at this time by using the hand-raise feature.

Speakers may access the hand raise feature by using the **Raise Hand**  button.

6. After roll call and instruction segments are completed, all speakers will be muted and the WebEx will be connected to the Planning Commission meeting.
7. During the public comment portion of the hearing, speakers will be recognized by name and speaker number. Please allow approximately 3 seconds for the moderator to unmute. Speakers may begin speaking when you are unmuted.
8. The Board Room timer will be projected into the WebEx.
9. The next speaker will be called. Steps 6 – 8 will be repeated until there are no

remaining speakers.

Best Practices for Remote Participants

- If you are joining the meeting to participate electronically, please rely on the WebEx audio only to follow the meeting. The webcast and telecast are delayed by approximately 30 seconds.
- If you are connecting on your computer, iPhone, or other device, using headphones is strongly encouraged.
- If you call, please call from an area in which you have good reception or via land line to avoid any background noise associated with poor cell reception.
- When unmuted, any sound you generate will be projected through the speakers in the Board Room and included in the webcast/telecast.