



General Library Item

Name REMOTE MEETING ACCESS - COUNCIL MEETING/WORK SESSION
GUIDELINES/PROCEDURES/VIDEO STREAMING LINK

Content

PUBLIC/MEDIA OPTIONS TO PARTICIPATE OR VIEW THE CITY COUNCIL MEETINGS/WORK SESSIONS/EXECUTIVE SESSIONS REMOTELY

- If you are a citizen that wants to participate and speak during a meeting you must contact the City Recorder via email (nbarrington@klamathfalls.city) by 1:00pm on the day of the meeting. The meeting times are all posted on the BoardDocs Feature Page in the Meetings Box. You will be sent a meeting invitation link to register and join the meeting.

You must submit your participation request in writing to: City Recorder Nickole Barrington at nbarrington@klamathfalls.city (it must contain the meeting date/item of interest/name and e-mail address of the participant).

Please note: When you join the meeting you will be muted until it is time for you to speak regarding the item of interest you identified in your participation request submittal to the City Recorder. If in the Zoom AP, (ALT-Y) will indicate to the facilitator you want to speak.

- If you simply want to watch the Council Meeting via a YouTube Live Stream you may click on the Featured Council Meeting Date and the prompted Agenda Face Page will have a *small highlighted camera link to click on*. The link will take you to the meeting as it is streamed live.

WRITTEN COMMENTS/QUESTIONS: Items on the Agenda and/or a Public Comment may always be submitted *in advance* to the City Recorder (*email address listed above*) and, *if received in time to present at the meeting*, the information will be forwarded to the Mayor/Council and appropriate City Staff.

EXECUTIVE SESSIONS ARE CLOSED TO THE PUBLIC

Media Members: If you want access and/or plan to join an Executive Session should the Council break into a Session during or after the meeting you must notify the City Recorder by 1pm on the day of the meeting. This allows the City Recorder to make the appropriate arrangements. To contact the City Recorder and request the meeting information you must email nbarrington@klamathfalls.city or call 541-883-5325.