

HOW TO PARTICIPATE IN A KNOXVILLE-KNOX COUNTY PLANNING COMMISSION ZOOM MEETING

Applicants and citizens who registered to participate in this meeting were sent invitations to join as online attendees. As an attendee, you can follow the meeting on Zoom, but you will not be able to speak until you have been recognized by the Commission Chair, and Planning staff enables you to be heard.

As a Zoom attendee you must “raise your hand” to speak:

On a personal computer:

- Place your cursor on the bottom of your device’s Zoom screen to display the menu bar.
- Click on the attendees or participants menu item (a list will display, typically on the right side).
- At the bottom of the list is the “raise your hand” tab.
- When you wish to speak, click this tab.

For other devices, use [this link](#) for additional help.

You will be recognized, Planning staff will unmute your microphone, the Commission Chair will call on you, and you will be able to speak. Please be certain that your microphone is turned on so that you will be heard.

There will be two points at which you may wish to speak. The first, which comes near the beginning of the meeting, is when the Commission Chair reads the postponement and consent lists.

If you are the applicant and wish to have an item postponed:

- The Commission Chair will read the postponement list.
- The Commission Chair will ask if there are any items to be added to the list.
- You must “raise your hand” as explained a moment ago.
- You will then be recognized and asked to speak.
- Please remember to state your name and address.

Immediately following postponements, the same process will be used to hear requests to remove items from the consent list.

The second time you may wish to speak is when an agenda item you have an interest in is discussed. Please take note when the item is announced, the Commission Chair will read the item description, then he may ask for comments from Planning staff. Following any staff comments, he will ask if the applicant is present and if there is any opposition:

- At this time, please “raise your hand.”
- Planning staff will enable you to speak using your computer or other device.

- The Commission Chair will call on the applicant first and then the opposition.
- The applicant will introduce him/herself, then the opposition will introduce him/herself, each providing name and address.
- The Commission Chair will ask the applicant if he/she wishes to speak first or if he/she wishes the opposition to go first.
- The selected speaker(s) will then have up to five minutes per side (applicant and opposition) to present their information.

[Here is a link](#) to resources for participating in Zoom meetings.

If you have any questions please let us know.