



**City Clerk's Office**  
130 E. Sunset Way | P.O. Box 1307  
Issaquah, WA 98027  
[issaquahwa.gov](http://issaquahwa.gov)

## **City Council Remote Meeting Attendance and Public Comment Instructions**

### **Call-in Instructions**

- Sept. 8 Regular Meeting, 7:00 PM
  - Call-in number: 1-206-207-1700
  - Meeting number (access code): 126 750 3177#
- Sept. 15 Study Session, 6:30 PM
  - Call-in number: 1-206-207-1700
  - Meeting number (access code): 126 809 5880#
- Sept. 21 Regular Meeting, 7:00 PM
  - Call-in number: 1-206-207-1700
  - Meeting number (access code): 126 835 4769#

Mute your microphone until called on by staff or the Mayor.

### **Protocol for Audience Comments**

When recognized,

1. Unmute your microphone.
2. State your: Name, Address, and Relationship to City (e.g. resident, property owner, business owner).
3. Speak clearly and pause frequently.
4. Limit comments to 5 minutes.
5. Mute your microphone when done.

If you do not respond after your name or phone number is called or if your connection is lost unexpectedly, the meeting will need to proceed. You are encouraged to rejoin the meeting, if able.

Written comments can be submitted at any time to [citycouncil@issaquahwa.gov](mailto:citycouncil@issaquahwa.gov).

**Conduct:** Follow public comment guidelines further below.

**Live Audio Stream:** It is not recommended that you monitor the live video stream while participating remotely as it has a delay and could create a feedback issue.

**Presentations:** No visual presentations will be displayed on behalf of the public. Any staff presentations will be limited to materials posted on the online agenda packet. Staff will make every effort to specify which materials they are referencing.

### **Guidelines for Audience Comments**

Citizen comments are an important part of the public process. We take them seriously and factor them into the decisions we make. Anyone from the public who wishes to comment will have the opportunity to do so. Please direct comments to the whole Council and not individuals. While this is not a question and answer session, we will contact you to follow up, if needed.

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Written comments can be submitted at any time to [citycouncil@issaquahwa.gov](mailto:citycouncil@issaquahwa.gov).

Personal attacks, obscene language, derogatory remarks and disruptive behavior will not be permitted. If a speaker is out of order, the presiding officer will ask them to stop and mute their microphone. If a speaker does not comply, the presiding officer may direct staff to mute their microphone. If a disruption to the meeting occurs and order cannot be restored, the presiding officer may direct staff to remove them from the call.

Again, citizen comments, written and verbal, are an important aspect of the public process. The City takes comments seriously, and we thank members of the public for taking the time to address us during our meetings.

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