

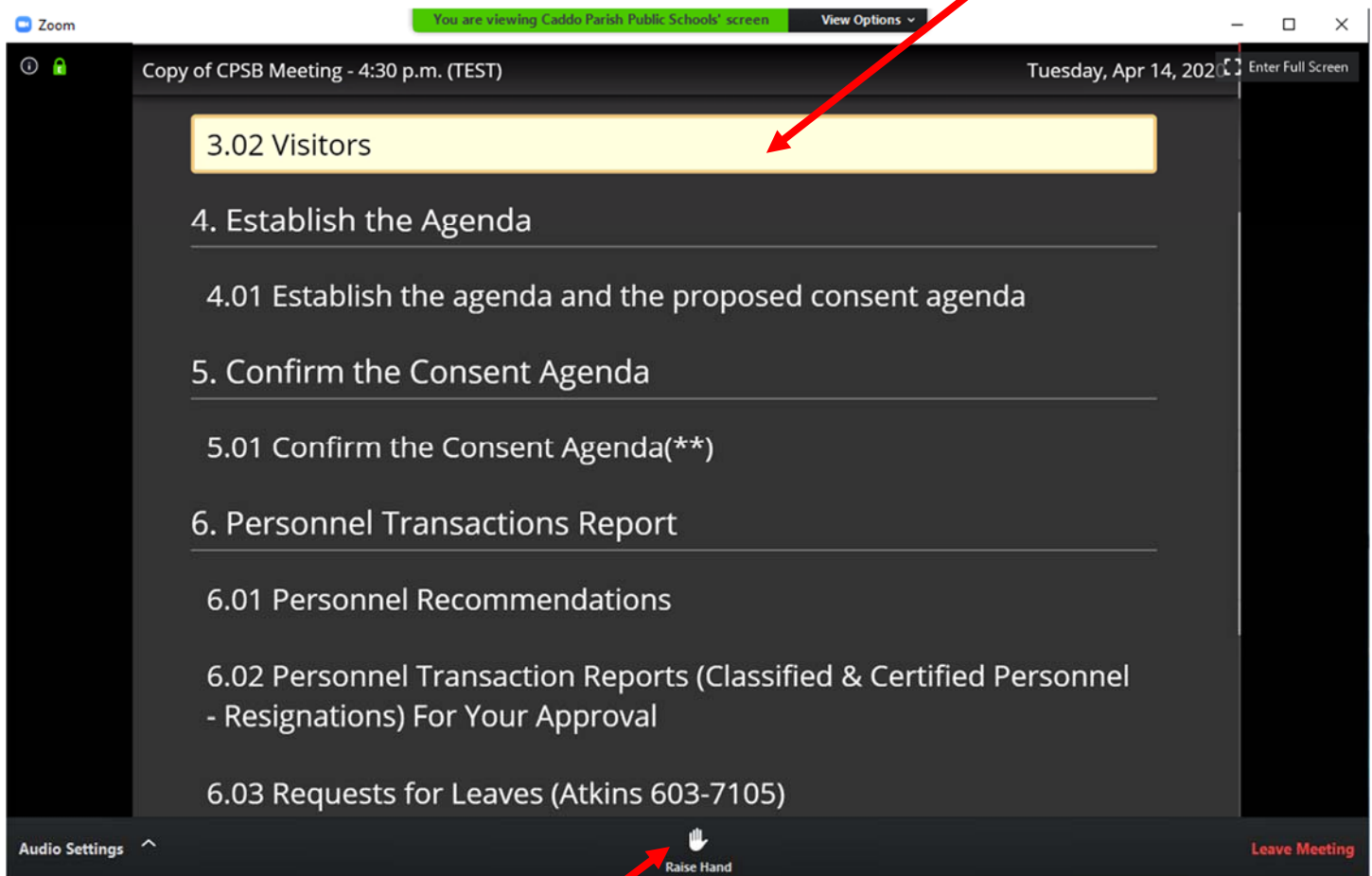
CPSB Board Zoom Meeting – Instructions for Public Participation

To join the Caddo Parish School Board meetings using Zoom, click [here](#) and follow Zoom prompts to join the meeting. Per CPSB policy, public comment shall be permitted prior to any agenda item requiring a Board vote and is not to exceed 3 minutes.

For step-by-step instructions on how participate in public comment, please follow below.

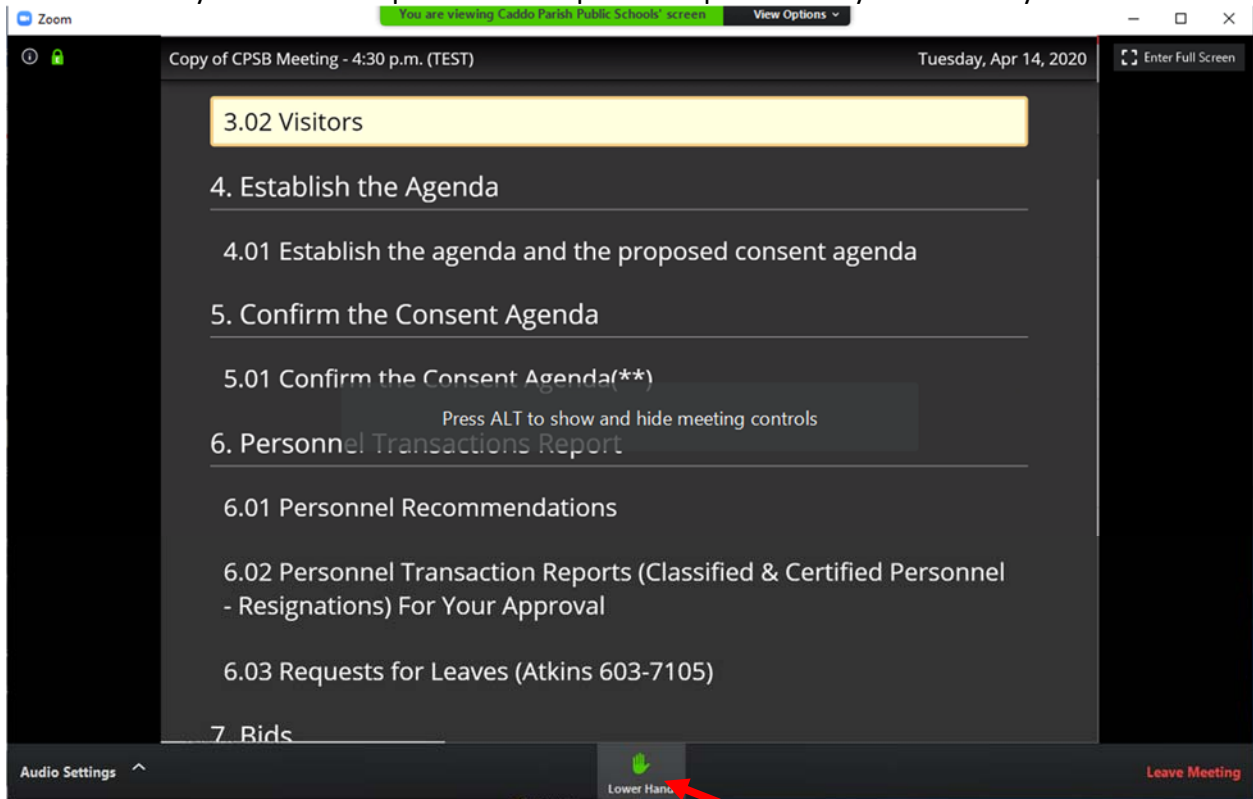
- To enter the queue to comment on the agenda item being heard, use the “raise hand” button. Only raise your hand when the item you want to talk on is highlighted in yellow. Zoom will automatically place participants in the order that they raise their hand.

When the item you want to speak to is highlighted yellow like this, you can raise your hand to speak.



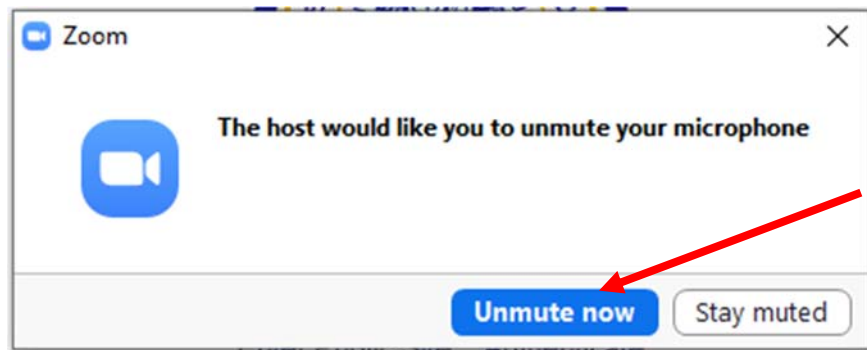
Click the hand to join the queue to make a comment.

- You will know you have been placed in the queue to speak when you see that your hand is Green.



You are in the queue to make comment.

- The board president will announce the next speaker's name and unmute the participant.
 - When it is your turn to speak you will see a pop-up that will ask you to unmute your microphone. Click "unmute now" to begin speaking.



Click "unmute now" to make your comment.

- When you start to speak, make sure that you **state your name and address**. The timer will appear on the screen and will start once that information is provided.
 - The timer will be displayed so that you can keep track of how much time you have remaining. If your comment goes past the allotted 3-minutes, the president will let you know and request that you wrap-up your comment before your mic is placed back in mute mode.