

## **GUIDANCE FOR PUBLIC ADDRESSES BEFORE THE METRO COUNCIL'S LABOR AND ECONOMIC DEVELOPMENT COMMITTEE**

\*The Labor and Economic Development Committee has invited the public to speak on Contracts between Louisville Metro and River City Fraternal Order of Police (FOP) at their regular meeting on **September 14, 2021 at 3:00 p.m.** (*after regular business on the agenda*) and at a special meeting on **September 20, 2021 at 4:00 p.m.**

\*The public can register to speak **in person** at City Hall (601 W. Jefferson, 6<sup>th</sup> Street entrance) or **virtually** via WebEx Events. (See registration information below.)

\*Each registered speaker will have three (3) minutes to speak.

### **REGISTER IN ADVANCE:**

- The link to register will be available on the Metro Council Clerk's website at: <https://louisvilleky.gov/government/metro-council/metro-council-clerk>
- **REGISTRATION PERIOD to speak on September 14<sup>th</sup>: SEPTEMBER 13<sup>TH</sup> FROM 2:00 P.M. TO 4:00 P.M.**
- **REGISTRATION PERIOD to speak on September 20<sup>th</sup>: SEPTEMBER 19<sup>TH</sup> FROM 3:00 P.M. TO 5:00 P.M.**
- Please register with the name, email address, and phone number you will be using to join the virtual to ensure you are recognized.
- **TEST MEETING (Optional):** Those registered to attend virtually via WebEx Events will first receive an email with the option to join a test meeting so that any technical problems can be addressed before the actual meeting. **The test meetings will be scheduled for September 14<sup>th</sup> from 10:00 p.m. to 10:30 a.m. and September 20<sup>th</sup> from 1:00 p.m. to 1:30 p.m.** We strongly suggest you join the test meeting briefly to make sure you have no technical issues, because addressing such issues during the actual meeting may not be possible.
- A message will be sent to the registered email address that includes the information to join the meeting. Do not share the information.
- If you do not have access to the internet, you may register by calling the Metro Council Clerk's Office at 502-574-3902 during the same period of time listed above for registration.

### **WHEN JOINING THE MEETING:**

- Those attending in person will speak in Council Chambers when called upon.

#### **Virtual Attendees:**

- Each speaker will be muted by default upon entry into the meeting. Each speaker will be able to unmute when called upon to speak, and may also choose to share his/her video at this time.
- Speakers will be asked to provide comment in the order of registration, and the speaker must be present when called upon to speak.
- The Chair will call on each speaker by name, at which point s/he will be given up to three (3) minutes to provide comments. Speakers will be muted at the end of the three (3) minutes.
- The use of inappropriate language or images will cause the speaker to be immediately removed from the meeting.

### **WHILE GIVING PUBLIC COMMENT:**

- Those attending virtually should mute any other devices being used to watch the Council meeting to avoid audio feedback.
- Using a headset/earbuds with a microphone, if available, during the virtual meeting can be helpful to prevent feedback.

- State your name before making comments.
- Only one person can speak during the 3-minute comment period.
- Using speaking points can be helpful.

**NON-PARTICIPANTS SHOULD NOT JOIN MEETING VIA WEBEX:** Anyone that will not be participating in the meeting as a speaker should not join the virtual meeting. Non-participants can view the meeting in person at City Hall or live on Metro TV (Spectrum Cable Channel 184 or UVERSE Channel 99), or via the Metro Council Clerk's Archived Media page at [http://louisville.granicus.com/ViewPublisher.php?view\\_id=2](http://louisville.granicus.com/ViewPublisher.php?view_id=2), or on Facebook on the Louisville Metro Council's page at <https://www.facebook.com/LouisvilleMetroCouncil>.

**ACCESSING WEBEX EVENTS:** It is free for attendees to join the WebEx Event and they do not need a WebEx Event account. The WebEx Event can be accessed from computers, tablets, and smart phones, or speakers can call in on any telephone.