

### **Participating in OHA Board of Commissioners Meetings via Zoom**

1. Please familiarize yourself with Zoom prior to the meeting. You can read step by step instructions to test your microphone and speakers through Zoom at <https://support.zoom.us/hc/en-us/articles/201362283-Testing-computer-or-device-audio>. A Zoom Meeting membership is free but is not required. You will be given the meeting information to join the meeting through the Zoom website.
2. Once OHA receives your email request and approves you to participate, you will receive an email to enroll in the meeting. Please follow the steps in that email. Note: All presentations must be sent to the Omaha Housing Authority prior to the meeting. Screen sharing your computer on Zoom will not be offered. When it is your turn to present, the Omaha Housing Authority will screen share the presentation and provide you with mouse control.
3. Login a couple of minutes before the meeting to test your microphone and video but no later than 8:25 a.m. We cannot anticipate the pace of the meetings and therefore, you must be ready to speak on your item(s) when the meeting begins. You will be placed in a virtual waiting room upon entrance. Just before the meeting starts, OHA staff will admit all pre-registered public participants into the meeting. Once your item(s) have been voted on by the Board, you may exit the meeting.
4. OHA staff will control your microphone and video during the meeting. The Board Chair or OHA staff will instruct you when it is your turn to speak and at that time, your microphone will be unmuted and your video access will be turned on. Please speak clearly into your computer's microphone and state your name and address so it can be entered into the public record. If applicable, OHA staff will upload your presentation or document. SCREEN SHARING WILL NOT BE ALLOWED. You will be given mouse control during your presentation.
5. If participating by phone, please provide the phone number you will be calling from so the OHA staff can assign a name and quickly locate you for comments.
6. In cases where there are disruptive or uninvited participants during the meeting, the board Chair can ask the OHA staff to remove those users. Removed participants will not be able to rejoin the meeting. This will also pertain to participants who upload inappropriate virtual backgrounds or use other means to disrupt the decorum of the Board meeting. If you experience technical issues, please log out and log back in or hang up and call back.