



DELAWARE GENERAL ASSEMBLY
STATE OF DELAWARE
LEGISLATIVE HALL
DOVER, DELAWARE 19901

House of Representative Committee Meetings

Instructions to Provide Public Comment Virtually & Submit Written Remarks

Mandatory Registration

Please access the link via the specific committee meeting notice to register.

Upon clicking the registration link, a member of the public will be taken to a page where they will be required to enter their first and last name, home address, and email address.

If officially representing a governmental entity, advocacy organization or other stakeholder group, a person is encouraged to include the name of the organization they represent and their official title when registering to ensure that their information is accurately memorialized in the committee meeting minutes.

Once the registration is complete, the registrant will receive an email to the email address they registered with that includes the joining link, meeting ID and password. The email also includes options to join by telephone.

How to Join a Meeting Online

Please install any Zoom updates prior to joining the meeting, to ensure that your system is up-to-date with the latest security patches.

1. Click the Zoom link provided after registration and enter the provided meeting password. Make sure to use a current, up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers, including Internet Explorer.
2. When the Chair calls for public comment, click on "raise hand." Speakers will be notified shortly before they are called to speak. Please mute all other audio before speaking, as using multiple devices can cause an audio feedback.
3. When called on to speak, please limit your remarks to two minutes. After the public comment has been given and/or their time has expired, the microphone for the public speaker's Zoom profile will be muted.

*****Note: Members of the public will not be shown on video.*****

How to Join a Meeting by Phone

1. Call the Zoom phone number and enter the webinar ID provided to you after registration.
2. When the Chair calls for public comment, press *9 to utilize the raise hand function for Zoom. Speakers will be notified shortly before they are called to speak. Speakers will be called by the last four digits of their phone number. Please note that phone numbers *in their entirety* will be visible online while speakers are speaking.
3. When called on to speak, please limit your remarks to two minutes. After the public comment has been given and/or their time has expired, the microphone for the public speaker's Zoom profile will be muted.

Video Tutorials from Zoom

- [How to join and participate in a Zoom webinar\(link is external\)](#)
- [How to raise your hand in a Zoom webinar\(link is external\)](#)

Submit Written Public Comment

Written remarks may be submitted to HouseCommitteeComment@delaware.gov. Please make sure to specify the House Committee, the date of the committee meeting, and the bill number you are submitting public comment for. Written public comment submissions will be accepted in advance of a committee meeting and up to 24 hours after a committee hearing has concluded. Written public comments received **after** a hearing has concluded will be memorialized as part of the official record, however delayed submissions are generally received after the committee officially moves to release, table, or defer action.