



## Delaware House of Representatives

411 Legislative Avenue  
Dover, DE 19901

### Protocols for Virtual House 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 should 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.” ***Public members should refrain from raising their hands until the Chair has requested that staff begin collecting public comment. Hands raised by those public attendees outside of the public comment portion of the meeting will be lowered to ensure each person who wants to make comments is given an equal opportunity to do so.*** 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 to speak, please limit your remarks to two minutes. After public comment has been given and/or their time has expired, the microphone for the public speaker’s Zoom profile will be muted. *Members of the public are limited to*

*(1) one (2) minute public comment for each bill on the agenda. Utilizing the "raise hand" function in zoom beyond the public comment limitation for each bill will not be permitted and hands raised to submit multiple comments will not be recognized. Public attendees are encouraged to share their comments in writing in advance or within 24 hours after a meeting has concluded.*

**\*\*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](mailto:HouseCommitteeComment@delaware.gov). Please specify the House Committee, the date of the committee meeting, and the bill number you are submitting public comment for. Submissions will be accepted in advance of a committee meeting and up to 24 hours after a hearing has concluded. 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.

