



## **Participation Guide for January 19, 2021 Virtual Village Board Meeting**

### **Village of Mount Prospect**

#### **Citizens to Be Heard:**

If you want to ask a question or make a comment for an item NOT on the agenda, you may submit the question or comment via [this form](#). Questions or comments must be submitted by 4 pm on the day of the meeting and will be addressed under Citizens to be Heard.

#### **To Comment on an Item on the Agenda During the meeting:**

Register for the meeting as an attendee to log on to the [GoToWebinar](#) platform at the meeting's start time. Attendees may ask a question or post comments for an item on the agenda by using the "Questions" feature on the GoToWebinar interface. After the agenda item has been presented by staff, the Mayor will ask for public comment. A Village staff member will read your comment or question you've posted to the "Questions" section aloud to the board and public in the order they are posted. Questions may be combined or skipped if they have been asked multiple times or already answered. Ask questions as early as possible as there may be a lag from the time the questions are posted, read by staff, and then read aloud to the board and public. Once the Board has closed discussion of the item to go into deliberation, no additional commentary is accepted – just as is the procedure during a live, in person meeting.