



9605 NE 24<sup>th</sup> Street • Clyde Hill, Washington 98004  
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## **Operating In A Hybrid Environment**

*“What is a hybrid environment?”* It is a mixture of in-person and remote (telephonic or computer-aided) attendance and this will be how City Council and other meetings will occur. People may attend using whichever option(s) they desire.

Attendees are requested to adhere to the following:

1. Public comment allows the public an opportunity to speak about issues pertaining to Clyde Hill community and City business only. This is a limited public forum, which means that the Council can limit the topics for discussion. Typically, persons will be given three minutes to address an issue, but the Council may, on occasion, increase or reduce that time for all participants.
2. Please refrain from the use of clearly offensive language/remarks or visuals (e.g. racist content) - failure to do so may result in immediate removal from the meeting.
3. If you are attending remotely and wish to speak, please use the “Raise Hand” feature - if you are unable to do so, please ask for permission to speak and the Chair/Mayor will then recognize your request in the order it was received.
4. Please identify yourself prior to speaking - members of the public should indicate their name and if they are a resident of Clyde Hill.
5. If you are attending remotely, do not use the following features:
  - a. Transferring files (“Transfer” feature)
  - b. Annotating on screen images (“Annotate” feature)
  - c. Making emoji gestures (“Reactions” feature)
  - d. Make written statements (“Comment/Chat” feature)
6. If you are attending remotely, please remain muted unless/until you speak
7. If you are attending remotely, please refrain from attending meetings in locations with significant background sound and/or inappropriate settings
8. If you are attending remotely, please note that video is optional