

Weston School Committee Webinar Open Forum Procedures

We encourage and welcome constructive feedback and comments from the Weston Public School Community. Please note we will no longer be reading and answering questions from the Q&A panel function. Instead, we will be using the Q&A function to allow you the opportunity to ask them yourself as a participant in the Zoom webinar, similarly to public comment pre-COVID.

We will place these instructions in the “Chat” so everyone can participate; to provide such opportunities in this online environment, we ask you please follow this participation process:

Step 1: First, use the Q&A function to submit basic public meeting information. In general, we will follow the cue as listed in the Q&A unless similar topics would best be Grouped together. Submit the following information via the Q&A function:

- Full Name
- Weston Street Address (or applicable connection)
- Topic of the comment: (in order to help group topics together)

Step 2: Use the “Raise Hand” button to enter the queue, and then await being brought into the live meeting panel to speak in person. Please be ready to turn on your video and unmute yourself once you are brought into the meeting as a panelist. After you are done, you will be moved back to the general attendees. [Click here for directions on how to raise your hand during the zoom meeting.](#)

Again, instructions will also be available in the “Chat,” and can be shared again upon request.

Tips:

- If, in the time between your request and the opportunity to speak your question was answered, just “lower [your] hand” and we’ll pass on bringing you into the meeting.
- If the “Raise Hand” function is turned off, the Committee is not currently taking questions or has gone past the “Open Forum” item on the agenda. To submit questions and comments after the meeting, send them via email to schoolcommittee@weston.org.