

## **Wild Horse and Burro National Advisory Board Virtual Meetings “Rules of the Zoom”**

Meetings of the National Wild Horse and Burro Advisory Board are working meetings with specific time set aside for public comments. The Board, the Bureau of Land Management (BLM) and the U.S. Forest Service (FS) recognize the value of public input during Advisory Board meetings and appreciate the public’s interest in expressing themselves on matters of common concern. The public is invited to the full meeting as observers via Livestream at [BLM.gov/live](https://blm.gov/live).

To ensure a smooth meeting for all engaged, the following rules have been established for the public comment periods:

1. Those wishing to address the Board during a public comment period must register in advance at [blm.gov/whb/advisoryboard](https://blm.gov/whb/advisoryboard).
2. Speakers may sign up to speak at one comment period only and may not reassign their slot to another speaker.
3. Speakers will address their comments to the Board via audio. Be sure to not watch on [blm.gov/live](https://blm.gov/live) while speaking on Zoom.
4. Speakers will have 3 minutes each and must finish in the designated time to allow for the maximum number of individuals to express their viewpoints.
5. Speakers should download the Zoom meetings app on their phone or laptop to test the audio before the day of the meeting. A headset or headphones are recommended to minimize background noise.
6. All speakers will show mutual respect for everyone participating in the Board meetings.
7. Do not use unprofessional conduct or inappropriate language (yelling, profanity, cursing or swearing).
8. Anyone disrupting the meeting may be muted and/or asked to leave.
9. Speakers wishing to provide handouts to the Board may send them to the Board 5 days in advance of the meeting via email: [whbadvisoryboard@blm.gov](mailto:whbadvisoryboard@blm.gov), with the subject “Handout for the Board.”
10. The Board will not respond to comments made during the public comment periods. However, the Chair reserves the right to comment on any factual inaccuracies that may be shared during the public comment periods.

Violating or disregarding any of the rules may result in being muted or removal from the meeting. The BLM and the FS appreciate the public's cooperation to maintaining these rules for the benefit of all involved.

Note: The BLM or the FS will not respond to comments made during the public comment period. This should not be interpreted to mean the BLM or FS agrees or disagrees with anything said. All comments may be recorded.

Zoom tips:

- Download the Zoom meetings app on your phone or laptop and test the audio before the day of the meeting. Follow the instructions for download in your registration confirmation email.
- Those unfamiliar with the Zoom virtual meeting platform can learn more by viewing the Zoom tutorials at <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-video-tutorials>
- Choose a quiet location from which to deliver your comment.
- Use a headset or headphones to minimize background noise.