**Joining Salary Commission via Zoom**

**The Salary Commission, as authorized by Lynnwood City Ordinance, Chapter 2.98, is an independent five-member commission that meets to review, establish, adopt, and make binding salary recommendations for the City’s elected positions of Mayor and City Council.**

**How a Regular Meeting Will Work**

Virtual Salary Commission meetings will be held via Zoom Webinar. The Salary Commission is hosting the meeting, the Salary Commissioners are the meeting attendees, and Lynnwood residents and members of the public are invited to attend as guests. Attendees conduct a meeting with a prescribed agenda. Webinar guests do not interact with one another, they join in listen-only mode, and the host of the meeting can unmute one or more attendees or guests as needed.

Guests may join from a PC, MAC, iPad, iPhone or Android device using the posted link. Links for meetings are posted on the City of Lynnwood website.

**How a Public Hearing Will Work**

The Salary Commission is required to host two Public Hearings prior to a formal recommendation in the budget process for an increase or decrease of compensation.

Virtual Public Hearings will work the same as regular meetings although public comment is up to five minutes per guest.

**How to Provide Public Comments in Writing**

The Salary Commission is accepting public comments on behalf of the Salary Commission via email. Email with text up to 500 words may be directed to the Salary Commission’s

City of Lynnwood Liaison, Evan Chinn.

Send Email to: echinn@lynnwoodwa.gov

Subject Line: Public Comment for the Salary Commission

**Live Public Comment:** If you are unable to provide written comment, you may join the webinar as a guest to comment during the public comment period. Public participation guidelines are as follows:

**Identification:** Upon entering the webinar, please enter your name or other preferred identifier, so the host can call on you during the public comment period.

**Raise Hand:** You will have the ability to raise your hand for the duration of the webinar, but you will not be acknowledged and your mic will remain muted until you are called on during the public comment period.

**Public Comment Period:** Use “Raise Hand” to be called upon by the meeting host. The host will unmute your mic and you will have the ability to share your comments. Each speaker is allowed up to 3 minutes for a regular meeting, and up to five minutes during a Public Hearing.

**Use headphones/mic** for better sound quality and less background noise.