



OFFICE OF THE MUNICIPAL CLERK/ ELECTION OFFICIAL

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Date: March 27, 2020
To: Mayor and Assemblymembers
From: Beth McEwen, Municipal Clerk
Subject: Revised Instructions for Telephonic Public Testimony during COVID-19 response

CBJ has contracted with the State of Alaska Legislative Information Offices to provide telephonic participation services during all Regular and Special Assembly meetings and Assembly Committee of the Whole meetings. Public members not wanting to testify are encouraged to watch livestreams if possible. Phone lines will be used for members of the public wanting to provide public testimony.

At this time, the Assembly will be broadcasting the meetings via Facebook Live www.facebook.com/cbjuneau. Due to the frequency of meetings during this time, KTOO radio 104.3 station will periodically broadcast the meetings on air live. KTOO staff will notify CBJ staff of the meetings that will be broadcast live and this information will be relayed to the public.

Members of the public wishing to call in to testify can dial 907-463-5043 up to 15-minutes prior the beginning of the meeting.

- Callers will hear a message stating they have reached the Alaska Legislative Teleconference System and to stay on the line until they can be assisted by an operator.
- Operators will ask the caller to identify their Name, the meeting they are calling for and the agenda topic(s) they are calling about. **The caller should provide their name, inform the operator that they are calling in for the CBJ Assembly meeting and identify the topic(s) they wish to testify on or that they are calling to listen only.**
- Public lines will be muted by default but will be unmuted by CBJ staff when it is that individual's turn to testify.
- The Mayor will determine the amount of time allotted to each person based on the number of individuals who are requesting to testify. The Clerk will introduce the speaker, inform them of the amount of time they have to testify, and identity of the next speakers in line so they can be ready to testify.
- Following each caller's testimony, the Mayor will ask the caller to stay on the phone to be able to answer any questions from Assemblymembers.
- Depending on phone call volume, the Clerk may just place the caller on "mute" following their testimony so they can continue to listen in via the teleconference line. However, callers may be disconnected from the call following their testimony if the number of callers exceeds the number of lines available.
- Once public testimony has been closed, all callers connected to the meeting will be place on "mute" for listening purposes only.