



How to Testify Orally During a Virtual OHA Board of Trustees Meeting

Prior to the virtual meeting:

- Register to testify orally at a virtual meeting of the OHA Board of Trustees. The registration to provide oral testimony online will remain open until the Public Testimony section on the agenda has concluded. You will need to register prior to this time if you would like to orally testify. Once the Public Testimony section on the agenda has concluded, oral testimony online will no longer be accepted.
- Once you have completed your registration, a confirmation email will be sent to you with a link to join the virtual meeting. **Please use the link to join the virtual meeting.** Registration links are unique and change for each virtual meeting. Please check the following meeting schedule webpages for the most current registration link:
 - Board of Trustees meeting: www.oha.org/bot
 - Committee on Resource Management (RM) meeting: www.oha.org/rm
 - Committee on Beneficiary Advocacy & Empowerment (BAE) meeting: www.oha.org/bae

Join the virtual meeting:

- Click on the **link** provided in your confirmation email to join the virtual meeting. The virtual meetings will be held on Zoom Webinar. You will be prompted to download or launch Zoom.
- You can download the Zoom app at: <https://zoom.us/download>  or from the Apple Store or Google Play Store.
- If you choose to join the virtual meeting using a web browser instead of the Zoom App, use Google Chrome for best results. 
- Test your computer speakers and microphone to ensure it is working properly. Click [here](#) to see a tutorial and instructions on how to perform the test.

Providing Oral Testimony under Public Testimony during the virtual meeting:

- Public testimony must be limited to matters listed on the meeting agenda and will occur during the Public Testimony section on the agenda. Once the Public Testimony section on the agenda has concluded, oral testimony online will no longer be accepted.
- Wait to be called and unmuted. Your microphone will be automatically muted when you enter the meeting. Your name will be called and your microphone will be unmuted when it is your turn to testify.
- If you are not audible, you will be muted and the next testifier will be called. Your name will be called again before the conclusion of the Public Testimony section.
- State your name, organization (if applicable), agenda item(s) you are testifying on and your position (support, oppose or comment) on each of the agenda item(s). If you begin

to address other issues not on the meeting agenda, the Chair will call you out of order and direct you to limit your testimony to items listed on the agenda.

- Oral testimony online will be limited to **five (5) minutes**. A timer will be placed on the screen to count down the time. A chime will sound when you have 30 seconds left and a second chime when your testimony time expires.
- Your mic will be automatically muted once you have completed your oral testimony or if your allotted time for testimony expires.
- Please visit [Zoom's Help Center](#) for information and tutorials on a variety of topics, including troubleshooting issues you may encounter.

Providing Oral Testimony under Community Concerns during the virtual meeting:

- Testimony under Community Concerns would allow the public to provide testimony on matters not listed on the meeting agenda. This item is optional and not a requirement of Hawai'i Revised Statutes (HRS), Chapter 92, Public Agency Meetings and Records. If Community Concerns is listed on the agenda, interested individuals may submit testimony under this item. The Board members are not required to respond to matters not listed on the meeting agenda.
- Once the Community Concerns section on the agenda has concluded, oral testimony online will no longer be accepted.
- Wait to be called and unmuted. Your microphone will be automatically muted when you enter the meeting. Your name will be called and your microphone will be unmuted when it is your turn to testify.
- If you are not audible, you will be muted and the next testifier will be called. Your name will be called again before the conclusion of the Community Concerns section.
- State your name, organization (if applicable) and provide your comments on matters you wish to testify on.
- Oral testimony online will be limited to **five (5) minutes**. A timer will be placed on the screen to count down the time. A chime will sound when you have 30 seconds left and a second chime when your testimony time expires.
- Your mic will be automatically muted once you have completed your oral testimony or if your allotted time for testimony expires.
- Please visit [Zoom's Help Center](#) for information and tutorials on a variety of topics, including troubleshooting issues you may encounter.