

## **AMENDMENT TO POLICY REGARDING ELECTRONIC PARTICIPATION FOR TOWN COUNCIL MEETINGS**

### **II. Policy.**

#### **E. Public Participation.**

For meetings where it is practical for Town Council to utilize an electronic communication platform (e.g. Zoom, WebEx), members of the public may participate in such meetings and make comments at such times as are designated by the Mayor.

##### **1. Requirements for participation through virtual meeting platforms.**

- Pre-registration by 5:00 p.m. the day prior to the meeting is required for anyone wanting to make remote public comments.
- A participant who wants to display any material during such person's public comments must send an email to the Town Clerk by 5:00 p.m. the day prior to the meeting.
- Participants must have the ability to log in to the virtual meeting platform using their own computer equipment. In order to speak, participants must use their computer's microphone, a headset, or call in on their phone for sound.
- Participants must be on time and must dress appropriately.
- Before joining the meeting, participants should silence all other communication devices to prevent any feedback or interruptions during the meeting.
- A participant's video feed will not be displayed to Town staff or other meeting participants upon joining the meeting.
- A participant will be unmuted by the meeting host, moved to the panelist list, and called upon in the order received.
- Participants must use their full name as a screen name or identifier.
- Participants must turn on their video and state their full name before speaking just like an in-person meeting.
- Participants must keep their microphones muted unless they are actively speaking, just like an in-person meeting.
- When a participant has completed their comments, such person will be removed from the panelist list and placed back as a participant.

##### **2. "Zoom" web portal settings.**

- All participants will be muted and without video automatically when joining the meeting. Participants will not be able to mute or unmute manually.
- Participants will not be able to chat amongst one another while the public meeting is in progress nor share files through the in-meeting chat, as the private chat and file transfer functions will be disabled.
- Participants will not be able to annotate or markup content during screen share, as the annotation function will be disabled.
- At the time that the Mayor determines that it is a participant's turn to speak, the Mayor will request that the Town Clerk:
  - unmute the participant and move them to the panelist list; and
  - share the document that the presenter wishes to display.
- Once a participant's public comment has ended, the participant will be removed from the panelist list and placed back as a participant.
- A participant who becomes so disruptive as to interfere with meeting business will be removed by the presiding officer to a waiting room, and will be allowed to rejoin upon requesting to do so through the "raise hand" function. Upon rejoining the meeting, if the participant continues to engage in disruptive behavior, the participant will be removed and will not be allowed to rejoin.
- Disruptive participants will be reported to Zoom's internal security team.

3. The Town may impose other requirements on public participation by electronic means, such as requiring a member of the public to send an email to the Clerk prior to the meeting if they desire to present on an item not on the agenda or requiring a member of the public to give notice to Town staff in advance or during the meeting of their desire to comment on a specific agenda item.