

# COUNCIL MEETINGS USING ZOOM

Zoom Meeting Procedures for Councilmembers  
July 9, 2020

- All Council meetings will follow the Council Rules of Procedure and the Open Public Meetings Act (OPMA.)
- Councilmembers should have their full name shown on their zoom account for clear identification. The meeting host or presiding officer may edit the names of Councilmember accounts on screen if necessary.
- Councilmembers should be visible during the meeting unless they have received consensus from the Councilmembers in attendance to turn off their camera. The Councilmember wishing to turn off video should ask the group first before turning off video.
- Councilmembers should treat the meeting as if they were in attendance at the dais and provide their full attention for the entire meeting.
- During a vote, the Councilmember should provide their vote audibly or visibly for the presiding officer and attendees. The presiding officer will confirm the vote.
- If a Councilmember's vote was miscalled in error, that individual should rectify their vote immediately following the announcement of the vote.
- These procedures below refer to the Mayor, but would also be applied to the Presiding Officer if the Mayor is absent.

## Join Zoom Meeting Online:

1. Click the meeting link listed on the agenda. Enter the Meeting ID and Password.
2. You will be prompted to either download or launch Zoom. If this is your first time using Zoom, you will need to download the application to your device.
3. Councilmembers should select "Join with Video."
4. You should also select "Join with Computer Audio." Joining with Phone Audio is also acceptable.
5. Please note that upon entering the meeting, your microphone is automatically on mute.

## Join Zoom Meeting Audio by Phone:

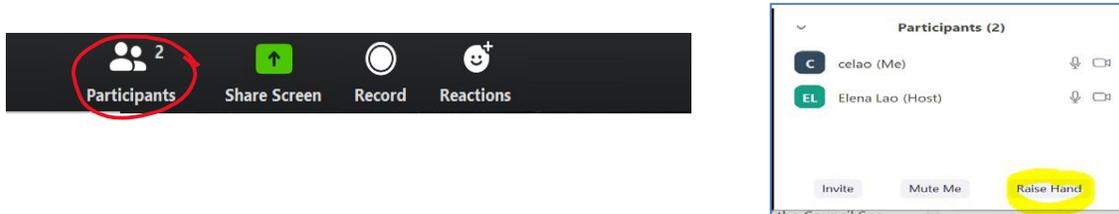
1. Dial in to the meeting by calling one of the phone numbers listed on the agenda.
2. Enter the Meeting ID listed on the agenda, followed by #.
3. You are now able to listen into the meeting.
4. Please note that upon entering the meeting, your mic will automatically be on mute.

## Providing Verbal Comment

Please remember that the public may be listening by phone only, so be descriptive if looking at a presentation during your discussion.

### ONLINE:

1. To virtually “raise your hand,” click “Participants” in the Zoom control box and select “**Raise Hand**” in the grey box on the bottom of the participants box.



2. The Mayor will call on each Councilmember by name, in the order that their hands were raised, to the best of her ability. If a Councilmember has not yet spoken on an item, they may be called in advance of others who have, based on the discretion of the Presiding Officer and Council Rules.
3. The Mayor will announce the speaker and either unmute their mic or request that they unmute. The Mayor will also “lower their hand” when that function was used. Only one speaker has the floor at a time and their name must be announced before they may begin.
4. Speak clearly for the microphone, to ensure the Council Chambers recording and the Zoom stream recording are clear.
5. When you are done speaking, the Mayor will mute your mic to remove any feedback noise.
6. The Mayor may mute all microphones to ensure decorum and to allow for only one speaker at a time.
7. The Chat box will allow for messages to be sent to the Mayor or Host only. Messages may be used to make requests to speak.
8. Councilmembers should not engage in any written dialogue via the chat box with other Councilmembers or the public, to ensure compliance with the OPMA and Council Rules.

### BY PHONE:

1. To virtually “raise your hand,” **press \*9 on your phone.**
2. The Mayor will call on you by name.
3. The Mayor will unmute your mic to speak and “lower your hand.” Please wait for a voice prompt indicating that your audio is unmuted, before speaking.
4. When you are done speaking, the Mayor will mute your mic.