

## Windsor Township Public Meeting Zoom Guidelines

Topic: Windsor Township Board of Supervisors Meeting

Time: January 4, 2021 – 6:00 p.m.

Register in advance for this meeting:

<https://zoom.us/j/95737955811?pwd=UHdEaFozTVk4WWx6M0x6cWVpUXFYdz09>

Meeting ID: 957 3795 5811

Passcode: 482500

One tap mobile

+13017158592,,95737955811#,,,,\*482500# US (Washington D.C)

+13126266799,,95737955811#,,,,\*482500# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington D.C)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 957 3795 5811

Passcode: 482500

Find your local number: <https://zoom.us/u/ahpqrMBlv>

Windsor Township will be conducting their public meetings through the Zoom video conferencing software while the gathering limit or social distancing orders are in place. Zoom video conferencing is being used to allow Windsor Township to conduct business transparently and allow the public an opportunity to participate in the meeting and provide public comment. Below is a list of guidelines and other relevant information. PLEASE KEEP IN MIND that participation in the Township's public meeting remains governed by all applicable rules, regulations, and procedures of the Township relating to public comment and participation during public meetings.

### **Joining a meeting:**

Upon joining a meeting, attendees may be placed in a waiting room until the meeting is started. Once started, the meeting administrator will admit all users. Users will be able to join approximately 15 minutes before the advertised meeting start time. All microphones will be muted to limit background noise. See "Submit Comments Ahead of Time" and "Raise Hand" below. Note that phone, cellular or data rates and limits may apply.

### **Submit Comments ahead of time:**

Anyone that has any comments about any agenda item or would like to provide a comment as part of the public comment section of the agenda, is encouraged to submit those comments prior to the meeting time. To submit a comment, send an email to [info@windsortwp.com](mailto:info@windsortwp.com) with your name, address, and your comments for the meeting. Comments must be submitted by 4:00 pm on the day of the meeting and will be read during the meeting.

### **Raise a Hand:**

If a meeting attendee is logged in through a computer/tablet and would like to speak or provide comment during the meeting, use the "Raise Hand" feature. On the bottom of the Zoom window, click on "Participants". Then select "Raise hand". The Host will give the attendee permission to unmute themselves to provide a comment. When permitted to speak, please state your name and address before providing a comment.

**Help:**

Joining a meeting: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

Joining meeting by phone call: <https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-by-phone>

Raise Hand: <https://support.zoom.us/hc/en-us/articles/205566129-Raise-Hand-In-Webinar>

**Best Practices for Using Zoom:**

- Log into your meeting from a distraction-free, quiet environment. Avoid eating, room noise, music, etc. Microphones can pick-up a lot of background noise.
- Take turns and do not interrupt each other. Be respectful and use active listening skills. Take turns speaking, when appropriate. Avoid talking over each other. Social skills are important.
- If you are going to participate in a Zoom video session with video enabled, please dress appropriately for a public meeting and make sure there is nothing behind you that you don't want others to see. Make sure you are in a common area, and not the bedroom or bathroom.
- Join the meeting 5-10 minutes early. This provides the time to set your audio and video settings. Joining late can be distracting to others.