

## Dallastown Borough Council Public Meeting Zoom Procedures

Link to Join Zoom Meeting:

<https://us04web.zoom.us/j/9379283218?pwd=SWNiTis0Z3I4M0ROUHRJZ1JBanRVUT09>

**Meeting ID: 937 928 3218**

**Password: 7PLhTe**

Pursuant to Act 15 of 2020, Dallastown Borough Council will be conducting its public meeting on June 8, 2020 and June 22, 2020 via Zoom video conference software. Although the Council members and members of the public will not be physically present, the following procedures will apply to the meetings. Please keep in mind that all other Borough policies, procedures, and guidelines concerning public comment at the Borough's public meetings still apply.

### Joining the Meeting

- When joining the meeting, you will be placed in the Zoom waiting room until the meeting is started. The administrator of the meeting will admit all participants no earlier than fifteen (15) minutes prior to the start time of the meeting.
- All microphones will be muted and will remain muted to eliminate background noise.
- If a member of the public would like to make a comment, please raise your hand via the "Raise Hand" function in Zoom, or submit that comment in advance of the meeting.
- If joining through a mobile device, cellular or data rates/limits may apply.

### Recording Meeting

- All meetings held via Zoom video conference will be recorded and posted to the Dallastown Borough website at [www.dallastownboro.com](http://www.dallastownboro.com) as soon as possible following the conclusion of the meeting. All participants of the meeting acknowledge that the meeting is being recorded and by participating such participant may be recorded. The participants each specifically consent to such audio and visual recording.
- To avoid being recorded, please submit your comment in advance of the meeting.

### Submitting Comments in Advance of Meeting

- Any member of the public may submit comments on any agenda item or other item relevant to the Borough and its business by emailing the comment or question to [david@dallastownboro.com](mailto:david@dallastownboro.com).
- All comments submitted will be read during the public comment section of the agenda. If you do not wish your comment to be read in public, please make a reference to that in the submittal.
- All comments must be received no later than 4:00 p.m. prevailing time on the day of the meeting. Any comments received after this time will be read during the following meeting.

### Raising a Hand

- If a participant enters the meeting via a computer or tablet, and that participant desires to make a comment, please utilize the "Raise Hand" feature through Zoom. On the bottom of the Zoom window, click "Participants," select "Raise Hand" next to your name, and the host will then unmute the participant to provide the comment.
- Please be patient as you may not be able to speak immediately upon raising your hand.
- Prior to speaking, please state your name, your address, and then your comment.

### Help

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

- 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. Utilize social skills.
- If you are going to participate with video and audio enabled, please dress appropriately for the 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, or cause issues with your connection to the meeting.