

EMPC REMOTE MEETING GUIDELINES

Version: April 30, 2020

Before the Meeting

1. Chair creates the meeting and identifies another member as an Alternate Host. The Alternate Host will serve as the “Zoom Master,” managing the technical aspects of the Zoom meeting including troubleshooting.
2. Warned agenda and notice give the Zoom meeting access information and other ways to access the meeting.
3. Prior to the meeting, Chair or alternate provides training to PC members and any others that request it.

Remote Meeting Etiquette

1. Please be patient during the meeting. In order to make sure that everyone is able to participate, it may take longer than an in-person meeting and will likely be more formal.
2. Keep yourself muted unless you want to speak. If you are phoning into the meeting, you can mute or unmute by pressing *6.
3. If you have a video connection, use the raise hand tool if you want to be recognized to speak.
4. If you do not have a video connection, use the chat to indicate you want to be recognized to speak.
5. If you are phoning into the meeting without video or access to chat, you can press *9 to “raise hand” or you can verbally indicate that you want to speak and wait for the Chair to recognize you.
6. Chat messages must be sent to **all** participants. Use chat for technical problems, or requesting to speak if you don’t have a video connection. Because phone participants cannot see the chat, chat cannot be used for discussion about agenda items. This is an Open Meeting Law issue.

Remote Meeting Orientation for Commissioners

1. Point out basic features like name, video button, mute button, gallery vs speaker views, participants list, raise hand tool, chat, leaving the meeting, etc.
2. Review navigation to agenda packet on the town website.

3. Review remote meeting etiquette.

Troubleshooting

1. If you are having trouble connecting with the meeting, contact the Zoom Master by text if possible, or else by email.
2. If you are having technical issues within the meeting (e.g., audio), contact the Zoom Master using the chat.
4. The Chair and Zoom Master will keep an eye on the chat and can relay any questions or comments that come in from people with audio issues.

Voting Procedures

1. Per state law, unless a vote is unanimous, all votes must be done by roll call. The Chair will call each member's name for their vote. The Recording Clerk will record the vote, state each person's vote, and announce the result at the end of the vote.

During the Remote Meeting

1. PC members are encouraged to connect to Zoom a few minutes early to test everything.
2. The Chair will facilitate the Commission moving through the agenda.
3. The Zoom Master will address troubleshooting issues.
4. The Chair will call the meeting to order and will individually call on each participant to identify themselves, including members of the public.
5. The Chair will read the VLCT remote meeting script.
6. The Zoom Master will rename connections as necessary to match individual names.
7. The Commission will pass a motion to automatically recess to a future date (usually next scheduled meeting) if the meeting drops below a quorum for technical difficulties. This is a precautionary measure against hackers or disrupters that can't be resolved by the Zoom Master.

Requested Motion: I move that the Planning Commission automatically recess to its next scheduled meeting on [May 21, 2020] if this meeting drops below a quorum for technical difficulties.

8. Chair will review remote meeting etiquette.
9. The Chair will request public comment 2 or 3 times, then move on if no response.
10. Upon adjourning, the Host will end the video meeting.