



City of Plymouth Virtual Meeting Instructions

City of Plymouth
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Phone 734-453-1234
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Commission and committee members

1. Use your computer or tablet if possible. Mobile phones tend to struggle with audio
2. Navigate to www.zoom.us and set up a new account
3. You will receive an email from Zoom prompting you to enter your name and set up a password. Please remember that the name you enter will be displayed during the meeting. Be sure to use Mayor, Commissioner, Chairperson, etc
4. Allow Zoom to install on your device (If you already have the Zoom client installed, be sure you are always using the latest version)
5. Select a quiet location with proper lighting and without a window behind you. Be mindful of how you are dressed and what is in your background. You may also want to consider using background such as the City Seal or City Hall.
6. Remember, people can see and hear what you are doing at all times.
7. Click on the meeting invitation link which will be emailed to you.
8. There will always be a Meeting Moderator (City Employee) to handle the administrative tasks of the meeting (i.e. Setting up the meeting, ensuring participants can speak during public comments, explain how to 'raise their hand', etc).

Virtual meeting overview

1. All applicable FOIA (Freedom of Information Act), OMA (Open Meeting Act) and Executive Order 2020-15 guidelines are being followed.
2. Participants will be able to listen, see the Commission members and participate in public comments
3. Zoom meeting details
 - a. Participation is limited to 100 people. This can be changed if deemed appropriate.
 - b. Zoom meetings will be recorded and saved to the Zoom cloud
 - c. Muted audio will be the default for all participants
4. Closed captioning will be available for all public meetings

Before the start of the meeting

1. You may log into the Zoom virtual meeting up to 10 minutes before the posted meeting start time.
2. Video/audio settings
 - a. Commission members, Board members, the City Clerk, the City Manager and the City Attorney will be unmuted immediately (by the meeting moderator) upon joining the meeting
 - b. The meeting moderator is the only person who can unmute public participants during the meeting
 - c. Please note that non-host participants can mute themselves in Zoom, however, they will NOT be able to unmute themselves. They can raise their hand (visually or electronically) to notify the meeting moderator that you need to be unmuted
3. If necessary, the host can designate a co-host .

4. Public participants (All but the City Commission, City Manager, City Clerk & City Attorney)
 - a. All meeting participants' audio will be muted
 - b. Public should follow same rules as regular meetings by stating their name and address before speaking during public comments.

Start of the meeting

1. The Mayor or Chairperson will start the meeting with the Pledge of Allegiance as normal
2. The Mayor or Chairperson will remind guests that the meeting is being recorded, and public participants have been muted
3. The Mayor or Chairperson will inform the public that if they wish to speak during public comments, that they can raise their hand either visually or electronically. The Mayor or Chairperson will call out their name at which time the meeting moderator will unmute the public participant. When they have completed speaking, they will be muted once more.

Meeting agenda

1. We will follow our standard meeting agenda
2. Multiple people will be able to talk at the same time. The Mayor or Chairperson will do his best to ensure people are recognized for speaking in order to ensure we don't talk over each other
3. Votes will be roll call votes. This will ensure that the minutes reflect the proper votes.
4. The Mayor or Chairperson will repeat who moved each motion and who seconded said motion to ensure the minutes are accurate.
5. The moderator will monitor the participants to see if any of them have 'raised their hand' to comment regarding a specific agenda item.

Public comments

1. The Mayor or Chairperson will announce that we have reached our public comments section
2. Participants that wish to speak should be asked to 'raise their hand' as explained by the moderator at the start of the meeting and repeated at this time as well.
3. The Mayor or Chairperson will announce the first person who wishes to speak and ask them to state their first and last name, home address and remind them to limit their comments to 3 minutes
4. At this point, the moderator will unmute the person
5. After their comments have been concluded, the moderator will mute the participant

NOTE: We will complete steps 2-5 until all public comments have been heard.

After the meeting adjourns

1. The meeting moderator will close the meeting after the meeting has been adjourned.

How the public can attend the meeting

- The Zoom meeting link will be emailed to all board and commission members as well as to everyone on the "Notify Me" listserv. In addition, the link will be on our website and on every agenda cover sheet.
- Public does not need a username or password to participate – only the meeting link & meeting password.