



Zoom Protocol

- Find Zoom Meeting web link on published agenda.
- The **Public** should remain muted, until the **Board Chair** seeks comments or questions.
- The **Town** is unable to un-mute participants, participants must un-mute themselves when called upon by the **Board Chair**. (see next slide)
- The **Town** and/or **Board Chair** reserve the right to pause or stop the meeting at any point due to technical issues or unruly interruptions.
- There will be no Zoom Chat function utilized.



Mute / Unmute

- The **Public** should remain muted, until the **Board Chair** seeks comments or questions.
- To **mute** yourself:
 - On **Smart Device** – press “mute”
 - On **Computer** – press “mute”
 - On **Telephone** – dial *6
- To **un-mute** yourself:
 - On **Smart Device** – press “un-mute”
 - On **Computer** – press “un-mute”
 - On **Telephone** – dial *6



Public Comment

- The **Board Chair** will seek comments or questions from the **Public**.
- If you wish to be called upon to speak, use the “**RAISE HAND**” Zoom feature:
 - On **Smart Device** – press “more” then press “Raise Hand”
 - On **Computer** – press “participants” then on lower right press “Raise Hand”.
 - On **Telephone** – dial *9 to “raise hand”
- Un-mute yourself when called upon, state your name and address, speak and then mute yourself.