

ZOOM MEETING CHECKLIST



IDEALLY, ALL MUNICIPAL PARTICIPANTS IN A ZOOM ONLINE MEETING SHOULD HAVE A HIGH-SPEED INTERNET CONNECTION, EMAIL ADDRESS, DEVICE WITH CAMERA AND MICROPHONE, AND ZOOM ACCOUNT

Does each board member and other necessary municipal staff have (or have access to) a high-speed internet connection?

- You can test your internet connection by going to zoom.us/test and clicking "Join."
- Zoom meetings can also be called into using a cell phone or landline. This eliminates the video element of the meeting for each person who calls in but allows participation with audio. The phone numbers are long distance calls, so keep that in mind. Most cell phone plans have unlimited long-distance calling. Use of a landline may incur long-distance charges.

Does each participant need an email address and/or Zoom account?

- Not necessarily. Having an email address allows the meeting invitation to be sent directly to each board member and staff person. The link and phone numbers to the Zoom meeting can be provided on the municipality's website and accessed by board members and staff people from there. Having a Zoom account helps each participant be identified during the Zoom meeting, and accurately transcribed in the Zoom meeting recording.

Does each participant need their own device with a camera and microphone?

- Ideally, yes. This allows each individual to "see" everyone else, be heard clearly, and identified by name when speaking. Devices can include desktop computers with a camera and microphone, laptop computers with a camera and microphone, a tablet, or a smartphone.
- The same link used to test internet connection will also test camera and microphone connection (zoom.us/test).
- Again, a cell phone or landline can be used to call into the meeting as an alternative.

How can board members review the bills that need to be approved at the meeting?

- The clerk can make bills available for review at the municipal building prior to the meeting.
- Alternatively, bills could be scanned and emailed to board members, but there may be equipment (scanner) and technology (large file size) barriers to this.

How does the public join?

- Municipalities should publicize the website link and phone numbers where you usually provide information about public meetings. Additionally, a municipality can provide the link/phone number on their website or social media to the online meeting, if they have them. Otherwise, put a notice on the municipal door with the web address and phone numbers.

☐ How exactly will commission staff assist my municipality in holding a Zoom public meeting?

- Prior to the meeting, a commission staff member will set up the meeting for the date, time and duration set by the municipality as soon as requested. An email will be sent to the designated municipal contact with the link and phone number for the Zoom meeting.
- It is recommended that participants join the meeting a few minutes before the official meeting start time. During the meeting, the commission staff member will make sure the meeting begins with a minimum of technical difficulties, and give the "host" capabilities to the designated municipal contact as requested. Commission staff will stay in the meeting to address any issues that arise with the technology.
- After the meeting, the commission staff member will provide a public link to the video, audio, and transcription of the meeting to the designated municipal contact, for posting on the municipality's website/social media.

☐ What is the municipality's role in holding a Zoom public meeting?

- The municipality should designate a point of contact to work with the commission staff member.
- The designated municipal contact is responsible for sharing the Zoom meeting information with other board members and staff, as well as including the information in public notices.
- The municipality should advertise the meeting as is typically done.
- The municipality should run the meeting as usual, once it begins. The
- The municipality should provide the link to the final video on their website/social media.
- It is highly recommended that the commission and municipality test out the technology with a dry run prior to holding the board meeting.

☐ I need technical support. How can I get help?

- Call your circuit rider. They can help, or connect you to other commission staff that can help.
- Reach out to your nearest teenager, make them earn their keep 😊!

Information for Zoom Meeting Hosts

☐ Pay close attention to the settings when scheduling the Zoom meeting.

- Allow only one person to be host. Make other participants hosts during the meeting as necessary.
- Save recording to cloud if want to use transcription capability. Make sure you check "transcribe" in settings.
- Enable join before host is optional. Can set up a waiting room if desired.
- Since these meetings are public, requiring a password is not recommended
- Video should be on for host; video on for other participants automatically is optional
- Muting upon entry is optional.

☐ Work with the municipality ahead of time.

- Schedule a test run with relevant local officials to work out bugs ahead of time.
- For people who plan to call in, may consider getting a list of phone numbers and names ahead of time to assist in identifying call-in participants.
- If the municipality needs to hold an executive session, the meeting needs to be set up with a "waiting room." When the meeting goes into executive session, all participants except the board members and legal counsel are sent to the waiting room and the recording is paused. When executive session is over, recording can begin again and all other participants can be released from waiting room back into the meeting.

☐ Make a game plan for during the meeting.

- Consider sharing the meeting agenda on the screen at the beginning of the meeting, and occasionally as the meeting progresses.
- Make it clear at the beginning of the meeting when public comment is allowed, and enforce it.
- Ask all participants to identify themselves at the beginning of the meeting.
- Host needs to be prepared to mute and/or delete any unruly participants.

☐ Sample script for starting a Zoom meeting.

- This meeting is a virtual meeting as authorized by New York Executive Order 202.1.
- The public is participating via a call-in line, which is muted. The meeting has been advertised on the town's web site and notice of which has been posted.
- This meeting is being recorded, and will be made available on the town's web site, www.townofalbion-ny.us
- Votes will be conducted by roll call vote.
- Let's start the meeting by taking a roll call attendance of all members participating in the meeting.

☐ Sample disclaimer for posting Zoom meeting information on website.

- Note: The following is the output of transcribing from an audio/video recording from Zoom. Although the transcription is fairly accurate, in some cases it is incomplete or inaccurate due to inaudible passages or transcription errors. It is posted as an aid to understanding the proceedings at the meeting, but should not be treated as an authoritative record. If you should need clarification on something said and cannot hear it, please contact the town/village Clerk.