Spring Grove Borough Public Meeting Zoom Guidelines

Topic: Spring Grove Borough Council Meeting
Time: December 7, 2020 7:00 PM

Register in advance for this meeting:
https://us02web.zoom.us/meeting/register/tZUvfuuvqzkqGtDWXe6brguGvFbI4bY4WZFN

Spring Grove Borough will be conducting their public meetings through the Zoom video conferencing software while the Governor's stay at home, gathering limit or social distancing orders are in place. Zoom video conferencing is being used to allow Spring Grove Borough to conduct business transparently and allow the public an opportunity to participate in the meeting and provide public comment. Below is a list of guidelines and other relevant information. PLEASE KEEP IN MIND that participation in the Borough's public meeting remains governed by all applicable rules, regulations, and procedures of the Borough relating to public comment and participation during public meetings.

Joining a meeting
Upon joining a meeting, attendees may be placed in a waiting room until the meeting is started. Once started, the meeting administrator will admit all users. Users will be able to join approximately 15 minutes before the advertised meeting start time. All microphones will be muted to limit background noise. See "Submit Comments Ahead of Time" and "Raise Hand" below. Note that phone, cellular or data rates and limits may apply.

Meeting Recording
The meetings will be recorded and posted to the Spring Grove Borough website (www.springgroveboro.com) as soon as possible following the meeting. By participating in an online meeting, you acknowledge that the meeting is being recorded and you are providing consent to be recorded. If you do not agree to these terms, see "Submit Comments Ahead of Time."

Submit comments ahead of time
Anyone that has any comments about any agenda item or would like to provide a comment as part of the public comment section of the agenda, is encouraged to submit those comments prior to the meeting time. To submit a comment, send an email to info@springgroveboro.com with your name, address, and your comments for the meeting. Comments must be submitted by 4:00 pm on the day of the meeting and will be read during the meeting.

Raise a Hand
If a meeting attendee is logged in through a computer/tablet and would like to speak or provide comment during the meeting, use the "Raise Hand" feature. On the bottom of the Zoom window, click on "Participants." Then select "Raise hand". The Host will give the attendee permission to unmute themselves to provide a comment. When permitted to speak, please state your name and address before providing a comment.

Help
Joining a meeting: https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting
Joining meeting by phone call: 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 for Using Zoom
● 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. Social skills are important!
● If you are going to participate in a Zoom video session with video enabled, please dress appropriately for a public 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.