Guidelines for Virtual Participation in Town of Kersey Meetings

Please keep the following in mind during electronic meetings:

1. The meetings are recorded and may be requested/reviewed later by members of the public.
2. The meeting host (Town Manager) has the ability to mute participants. It's important to stay muted when not speaking as the background noise can be overwhelming. In video conference meetings, it's best to have someone guide the meeting. In our case, the Town Manager will do this and will be able to share the documents/agenda on their screen.
3. Below is listed the typical procedures for joining Town Meetings virtually, as well as troubleshooting tips.

Joining the Meeting

The image below shows an image closely resembling an email all Board Members will receive with the meeting invitation. Your green box will likely say 'Join meeting' and not 'Start meeting' like this one does. Click the green box and follow the prompts. If unsuccessful, there is a 'Join by phone' option at the bottom of the email, just keep in mind you'll be a part of the meeting without video.

Members of the public can access the meeting or provide comment in the following ways:

1. Send your comments in advance to publiccomment@kerseygov.com
2. Request a meeting invite to publiccomment@kerseygov.com and you will be sent an emailed invitation with a link. You will have the option to join by video or phone.
   a. You can download the Webex app for your laptop from www.webex.com or on any smart device through your device 'store'. The application is free to use, however, you must register using a valid email address.

b. Meeting information will be updated on our website to include the meeting dates, times, identification, password and login information. Please visit our website to view this information: https://co-kersey.civicplus.com/324/Virtual-Meeting-Information

c. Public comment requires the commentator to provide their name and address before publically speaking. This can be done prior to the meeting by email us, or during the 'Public Comment' portion of the actual meeting.

d. All rules typically applicable to public comment will apply.

e. Assistance may be available in advance or during the meeting by calling 970-353-1681 or emailing publiccomment@kerseygov.com

f. Below is an example of an email invitation with the meeting information. All the information will also be available on our website, listed above.

Video

You'll know your camera is working if you can see yourself on the screen; if not, make sure your camera button is 'on'. If the button is highlighted 'red', this means your camera is temporarily turned off. By clicking the camera button, it should activate by turning 'green', then your video should start working.

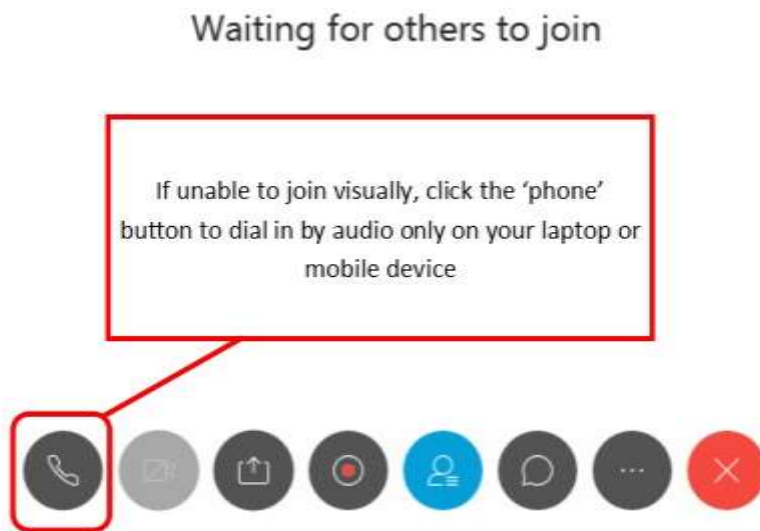Waiting for others to join

If video is off, camera button will be 'red'; if video is on, camera button should be 'green'; a disabled camera is 'grey' as shown below and means your device does not have a camera option
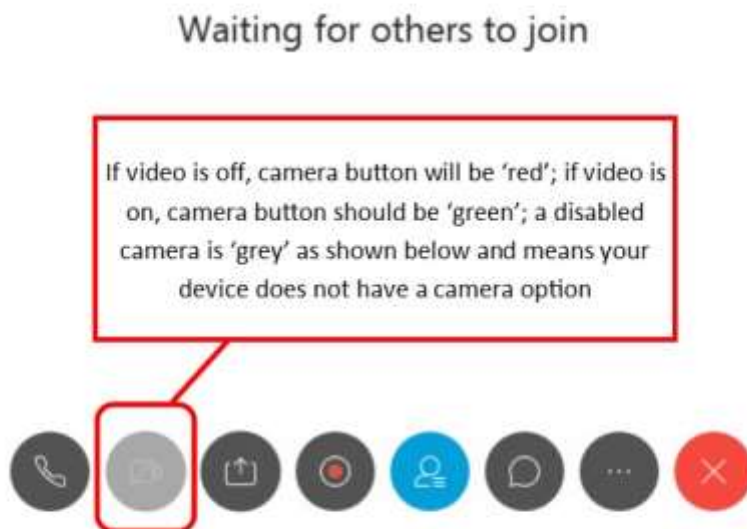
Call In

If you are unable to join the meeting visually on a laptop or mobile device, the next easiest way once connected is to dial into the call. After clicking this button, you will be asked to join the meeting via audio only on your laptop or mobile device. You can also call from a landline or cell

phone/smart phone using the phone number listed for the meeting as well as having the Meeting ID and Password. If calling from a landline, please make sure you are in a closed off area away from 'noise' and other 'distractions' as the feedback from that line may be heard by the group. If you are using a cell phone/smart phone to call in, please make sure you 'mute' your speaker unless commenting on the conversation; this will also help to limit audio feedback to the group.

Waiting for others to join

If unable to join visually, click the 'phone' button to dial in by audio only on your laptop or mobile device

Talking

If you are wanting to join in a conversation as a board member, here are a few ways to contact the 'host' and be able to talk:

1. Unmute yourself by clicking the 'microphone' button, say what you need to say, and then mute yourself again.
2. If on video and you cannot unmute yourself, wave your arms and the host will unmute you for your comments only.

3. You can also use the 'chat' feature shown below. Just click the 'chat' button, type your questions or comments, and then 'send' it in. Keep in mind, all messages sent in 'chat' may be visible to everyone logged in. Please refrain from using obscene, profane or vulgar language; comments that promote discrimination, racial or other 'derogatory' terminology; use common sense and/or respect with responding to another person's comment. The 'host' reserves the right to remove anyone disregarding these rules from the 'chat'.

For the public to make comment, the Mayor will solicit comments at the appropriate time(s) during the meeting. Just like an in-person meeting, public comment is allowed during designated times ONLY.

Mute will be on when the microphone button is 'red'; mute will be off and you can speak to the group when this button is 'green'; microphone is disabled if the button is 'grey' as shown below

Again, all meeting information will be updated on our website and accessible to the general public. If you need further assistance with participating in these meetings, please contact us via phone at Town Hall 970-353-1681 or by email at publiccomment@kerseygov.com.

-Town Staff