Town of Amherst, NH, Planning Board Zoom Meeting Procedures

GENERAL

1. For security reasons, the Town of Amherst is utilizing the Zoom Webinar process for Board, Commission, and Committee meetings. Hereinafter, these events will be referred to as meetings to be consistent with common language.
2. The members of the Board/Commission/Committee will be promoted to panelists as they join the meeting and any interested parties in attendance will be present as attendees.
3. Attendees may be elevated to panelists in order to make comments, ask questions, and give input and then be returned to attendee status, or may be "Allowed to Talk" by the host or co-host, depending on the circumstances and at the direction of the Chair. This reduces the risks of someone hacking a meeting or trying to post inappropriate material.
4. If, during the meeting, a panelist should be hacked or somehow share inappropriate material, the host of the meeting will as quickly as possible move them to attendee status which renders them unable to link their video feed to the webinar.
5. Should the entire meeting be compromised or in the event that the public is unable to access the meeting, the meeting will be adjourned and rescheduled.

MEETING PROCEDURES

1. All meetings will be noticed pursuant to statutory and local requirements, and in accordance with the Governor's emergency orders as are in effect at the time.
2. The Zoom meeting login details, webinar ID and telephone numbers will be posted on the agenda and on the Town of Amherst website. A telephone number is provided for anyone having trouble accessing the meeting.
3. General instructions for joining a Zoom meeting are available at: https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting
4. The Town Administrator will schedule and open the meeting and make the Community Development Director or Chair of the Board/Committee/Commission or other designee the host of the meeting. The host of the meeting is able to appoint co-hosts as needed.
5. The host of the meeting is responsible for making attendees into panelists and vice versa.
6. The Chair will read the "Checklist to ensure meetings are compliant with the Right-to-Know Law during the State of Emergency" at the start of every meeting to announce the Zoom login and webinar ID.
7. A roll call attendance of Board members shall be conducted and the Board members shall state whether there is anyone else in the room with them during the meeting, pursuant to the Right-to-Know law.
8. All votes shall be by roll call vote.
9. Public input shall be allowed as required by State law and the Board's Rules of Procedure. Attendees shall click the Raise Your Hand button in the webinar controls at the bottom of the screen. When it is time for public input, the Chair shall ask for those who have raised their hands to be made into panelists one at a time for the purpose of asking questions, giving input, etc. At the conclusion of the question/input, the participant will be returned to attendee status.

Instructions on using the Raise Your Hand feature are available at: https://support.zoom.us/hc/en-us/articles/205566129-Raise-Hand-In-Webinar If you are joining the webinar by phone, you are able to raise your hand by pressing *9 on your telephone keypad. Press *6 to mute/unmute yourself.

10. For presentations on applications, or work session items presented by Board members or staff and for other situations as the Chair deems it appropriate, participants may share their screen to present plans, studies and other documents. The participant should be mindful to keep other private or confidential information off their screens in this instance. As noted above, should anything inappropriate be displayed, the host may move the participant to attendee status.

11. To the greatest extent possible, participants should wait to speak until acknowledged by the Chair and try to avoid speaking over somebody else, to allow the minutes taker to hear all conversation and for the recording to capture everything that is said.

12. If, for some reason, a Board member needs to leave the meeting, that member should let the Chair know prior to leaving.

13. In the event a Planning Board member recuses themselves from the discussion of a particular item, they will be moved to attendee status for the duration of the discussion. When the discussion is over they will be reinstated to panelist status.

HELPFUL HINTS:

1. See UNH Cooperative Extension Handout: "Best Practices: Participating in a Virtual Meeting": https://extension.unh.edu/resource/best-practices-participating-virtual-meeting
2. Mute yourself between times that you are speaking. This cuts down on background noise for all participants.
3. Try using headphones or earbuds. This cuts down on feedback and extraneous noise.
4. Double check that your video image is clear and that you appear at a flattering angle! Try to avoid too many large or distracting movements.

NS/

4/27/20
Rev. 5/14/20 re: phone participants