

Penn Township Public Meeting/Hearing (Meeting) Zoom Guidelines

Penn Township will be conducting our 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 the Township to conduct business transparently and allow the residents of the Township an opportunity to see the meeting and provide public comment. Below is a list of guidelines and other relevant information.

Meeting link, ID and Password

Meeting links, ID's and Passwords will be posted at the beginning of the agenda. The agenda will also contain a link to this document and the full online meeting link information. To find an agenda select the Board you have an interest in from the following link: <http://www.penntwp.com/Agendas.html>

Joining a meeting

Upon joining a meeting, residents will be placed in a waiting room until the meeting is started. A staff host will admit all users. Users will be able to join the online approximately 15 minutes before the advertised meeting start time. All microphones will be muted to limit background noise except for staff and Board members. See "Submit Comments Ahead of Time" and "Raise Hand" below. Note that phone, cellular or data rates and limits may apply. Scheduled speakers will be unmuted when their agenda item is reached.

Meeting Recording

The meetings will be recorded and posted to the Township website 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

Any resident 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 pennadmin@comcast.net with your name, address, subject matter and your comments for the meeting. Comments must be submitted by 2:00 p.m. of the day of the meeting to be read in the meeting.

Raise a Hand

If a resident 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 Staff 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: <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 don't 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're 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 helps by giving you time to set up your audio and video settings. Joining late can be distracting to others.