

Instructions for Enfield Town Board Meetings Held in The Zoom Platform

Welcome to the 21st Century

Due to the changes in our requirements for social distancing, in an effort to flatten the curve of the Novel Coronavirus (COVID-19), the Town of Enfield is prohibiting gatherings of people in public spaces until further guidance by Governor Cuomo. In order to continue to manage the Town and its resources to best meet the needs of the community, we must continue to govern to the greatest extent possible.

To allow the Town Board to meet and conduct the business of the Town, and to protect the Public, Town Board meetings will take place “virtually” using the Zoom meeting platform. This platform provides the best access to the Public and our goal is to continue to provide transparency and consistency, especially during this time of public health crisis.

- **All meetings will be recorded.** Please observe our Civility Resolution and Meeting Procedure Guidelines for conduct during all meetings, available at <http://townofenfield.org/town-board-meeting-agendas-minutes-and-public-documents>. We will also post this link in “Chat” at the start of the meetings, and the icon in the Zoom meeting windows will flash orange. Recordings will be available on the Town website at www.townofenfield.org as is normally the custom with our audio recordings. Minutes of meetings will be available ASAP for greatest transparency.

Additional Resources

- Links to resources for the meeting, such as the Agenda, Resolutions and Budget Amendments, and other relevant documents to be discussed will also be posted in “Chat” at the start of the meeting.

Attending A Virtual Meeting Via Zoom

- **A Zoom meeting may be attended using a smart phone, a computer, a cell phone, or landline telephone.** Instructions and tutorials are available at [Zoom.us](https://zoom.us) by clicking on the **Support** tab in the top right corner.
- Information about accessing meetings will also be provided in the website post notification about the meeting closer to the date. **If you do not have access to the Internet and need to obtain the dial in phone number and meeting ID, please call Council person Stephanie Redmond at (607)592-0131.**
- **You DO NOT need to a Zoom account to join a meeting.**
- Full audio & video access with a computer, tablet, or smart phone with good internet capability, is possible after receiving the meeting id. Audio only participation is possible with a phone call from a landline or cell phone. Meeting link and phone number will be provided by the Town.
- Computers/tablets/smartphones: For the best experience, download and install the program on your computer from Zoom.us, or the “Zoom Cloud Meetings” app from your app store. And best

to do so well ahead of the meeting. Then for the meeting, either click on the meeting link, or click on “Join a meeting” and enter the meeting id. When asked to enter your name, you must use your correct name in order to be remain as a participant in the meeting.

- Audio only, from landline or cell phone: You will call 1-646-558-8665 and follow prompts to enter the meeting id. **If you do not have access to the Internet and need to obtain the phone number and meeting ID, please call Councilperson Stephanie Redmond at (607)592-0131.**
- When using links to enter, you may be prompted to download the Zoom app. You do not need to have the Zoom app to attend a meeting. You may attend a meeting using your computer browser without downloading the app.
- You may also join a meeting by going to **Zoom.us** and clicking on “join a Meeting” and entering the meeting ID.

Once You Enter A Zoom Town Board Meeting

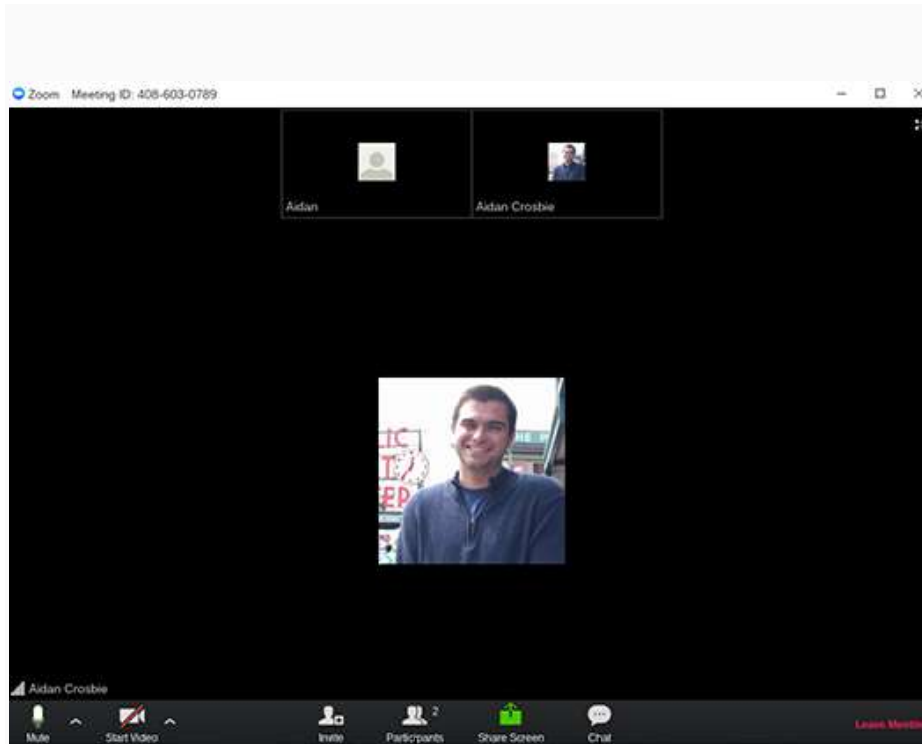
- Once you enter the meeting, your sound and video will be muted and hidden by the Presiding Officer (PO). The PO of the meeting can see all attendees in a list on their screen. Anyone who accesses the meeting via smart phone or computer may also see the list of participants in real time, including those calling in as identified by their phone numbers in the Participant list.
- To view options during the meeting, run your finger or cursor over the bottom of the screen. An information bar should appear that looks similar to the image below. These options will not be available on an audio only phone call, only if using the Zoom app on a smart phone or a browser or app on a computer.
- Once the meeting begins, all attendees except the Town Board will have video hidden and microphone muted. This cannot be changed by the participant, only the PO.

Privilege of the Floor

- Privilege of the Floor will be observed as it traditionally is, at the beginning and end of regular Town Board meetings and at the beginning of special Town Board meetings.
- Attendees who wish to make a comment during Privilege of the Floor should run their cursor or finger over the bottom of the screen to make the options in Zoom appear. Click on “Participants” to see the list of attendees appear on your screen.
- In the Zoom app or in your browser, click on “Raise Hand” in order to be recognized for Privilege of the Floor. The PO will recognize each speaker in turn and un-mute the speaker for their comment. Please observe the meeting guidance regarding Privilege of the Floor available at the town website and in the documents referenced in “Chat” at the start of the meeting.
- **Those attending by cell phone or land line calls-** to raise your hand to be recognized or lower your hand, press *9 on your keypad. In order to be sure all phone attendees who wish will have an opportunity to speak, the presiding officer of the meeting will un-mute all attending by phone

call and ask for any additional speakers.

- Once recognized, speakers may make their comments. When finished, the PO will mute attendees to allow other speakers to comment in turn.
- Once recognized, please state your name and if you are an Enfield resident.
- To leave a meeting, simply hang up or click on “Leave Meeting” on your screen.



When attendees click “Chat” the chat window with link to meeting documents will appear on the right side of the screen.

Only facilitators will be able to mute/hide or unmute/unhide attendees during town board meetings

“Participants”
When attendees press this a list of participants will appear on the right of the Zoom window

See comments including links to meeting documents