

Helpful Hints for Owosso City Council Virtual Meetings

How anyone can participate in the meeting

To connect via Video & Audio

1. Use your computer or cell phone with integrated camera
2. Navigate to www.zoom.us, enter the meeting ID and password
or
3. Click the link that was provided to you (if one was provided)

To connect via Telephone

1. Dial one of the phone numbers provided on the notice
2. Enter the meeting ID and password

Each meeting will have its own link and meeting number & password. This information will be available to the public via postings to the City's website as well as its Facebook page.

Virtual Meeting Overview

1. Council members will attend the meeting via video and audio sharing.
2. Public participants will be able to listen, see the Council members and participate in Public Comments, if desired.
3. Agenda and meeting flow - We will do our best to keep to our standard agenda and protocols.
4. Zoom meeting details
 - a. Participation limited to 500 people
 - b. Zoom meetings will be recorded and saved to the Zoom cloud
 - c. Muted Audio will be the default for all participants

Before the start of the meeting

1. Zoom virtual meeting will start approximately 15 minutes before the posted meeting start time
2. All participants will be placed in a virtual waiting room until the meeting moderator (Host) starts the virtual meeting
3. Video/Audio Settings
 - a. Council members, the City Clerk, and the City Manager will be unmuted immediately (by the meeting moderator) upon joining the meeting
 - b. Public participants will have their video turned off and we will not see their faces.
 - c. The meeting moderator is the only person who is able to unmute meeting participants during the meeting
 - i. **Please note**... if you mute your audio you will NOT be able to unmute yourself. So if you mute yourself in Zoom during the meeting, use the Chat window to notify the meeting moderator that you need to be unmuted
4. Co-host Zoom role – If necessary the host can designate a co-host

Start of the meeting

1. The meeting packet will be available on the City's website at www.ci.owosso.mi.us/Minutes-Agendas
2. The Mayor will start the meeting as we typically would in Council Chambers, with the Pledge of Allegiance
3. The Mayor will verbally remind guests that the meeting is being recorded, public participants have been muted, and anyone interested in speaking during public comments needs to enter their name in the chat window or wave their digital hand by 7:35pm
4. The meeting moderator will keep track of anyone who would like to speak during public comments.

Meeting Agenda

1. We will follow our standard meeting agenda, except the 2nd period for citizen comments will be omitted due to the constraints of the meeting being held virtually
2. Multiple people can talk and be heard at the same time. The Mayor will do his best to ensure people are recognized for speaking so that we don't talk over each other
3. Aye Voting – The Mayor will call for a verbal vote, all Council members should verbally vote in favor or not in favor
4. Roll Call Voting – The Mayor will call for a motion, a second, discussion, and then he will ask the Clerk to do the roll call vote

Public Comments

1. The Mayor will announce that we have reached our public comments section
2. The Mayor will ask the moderator to announce the first person who wishes to speak
3. The Mayor will greet the person, ask them to state their first/last name, home address and limit their comments to 4 minutes
4. At this point, the moderator will unmute the person
5. After their comments have been concluded, the moderator will mute the participant

NOTE: We will complete steps 2-5 until all public comments have been heard.