

**NOTICE OF ELECTRONIC MEETING – CHARTER TOWNSHIP OF PLYMOUTH,  
MICHIGAN**

**JANUARY 26, 2021**

**THIS MEETING WILL BE HELD ELECTRONICALLY AS AUTHORIZED UNDER THE OPEN MEETINGS ACT, MCL 15.261, ET. SEQ., AS AMENDED. MEMBERS OF THE PUBLIC MAY PARTICIPATE ELECTRONICALLY, AS DESCRIBED BELOW.**

This meeting will be held electronically as allowed by State Law to mitigate the spread of COVID-19, protect public health, and provide essential protections to vulnerable citizens, by limiting in-person contact as mandated by the State of Michigan.

**Procedure for public participation by electronic means:**

The Township will be utilizing the video/audio conferencing platform Zoom for electronic meetings, which will be accessible to members of the public body and members of the public. Members of the public body will be able to hear and speak (and see if using video) to each other for the entire meeting. Except for any closed session portions of the meeting, members of the public will be able to hear (and possibly see) members of the public body during the entire meeting but will only be able to speak during a public comment period or during a public hearing, as explained below.

The meeting host (the Township Supervisor) will call for public comment during those portions of the meeting and may also ask if there are public comments as each agenda item is being discussed, including public hearings, if those items are relevant and germane to the item before the Board. Members of the public participating in the electronic meeting who wish to speak during public comment, on an agenda item, or at a public hearing should use the “Raise Hand” feature in Zoom or if you dialed into the meeting use \*9 on the telephone keypad to raise your hand; but only after the meeting host has called for comments. Pressing \*9 on a telephone keypad will activate the “Raise Hand” feature signaling to the meeting host that a participant wishes to speak. Participants will be called upon one at a time, as would happen during an in-person meeting. The meeting host will determine the order of participant speakers. The participant will be acknowledged by name, if available, or by the last 4 digits of the participant’s phone number. The participant will have three (3) minutes to share comments with the public body. At the conclusion of the participant’s comments or the allotted three (3) minutes, the participant will be muted or requested to mute themselves.

Participants calling in should use \*6 on a telephone keypad to mute and unmute themselves when called upon by the meeting host to do so.

Public comments may also be emailed prior to the meeting to Township Clerk Jerry Vorva, at [jvorva@plymouthtp.org](mailto:jvorva@plymouthtp.org), to be read aloud at the meeting either during the agenda item to which the comment pertains or during the Public Comment portion of the meeting.

**How members of the public may participate:**

Members of the public are welcome to participate in the electronic meeting and may do so by clicking or copying and pasting the Zoom webinar link in their browser (downloading Zoom client is required) or by using the dial in number and webinar or meeting ID, all of which are located at the top of each meeting agenda. Further instructions for attending electronic meetings can be found on this page below this notice.

A video recording of the Zoom meeting will also be available as soon as possible on the Township website, and on the Township's Government Cable Channels - Channel 12 (Comcast) or Channel 10 (WOW).

**Procedures for accommodations for persons with disabilities:**

The Township will be following its normal procedures for accommodation of persons with disabilities. Those individuals needing accommodations for effective participation in this meeting should contact the Township Clerk's Office at (734) 354-3224 at least two working days in advance of the meeting. An attempt will be made to make reasonable accommodations.

**Public Meetings Using Zoom General Instructions**

- How to Attend the Meeting: Use the zoom link or dial in phone number provided on the meeting agenda. You will have to download the Zoom client in order to join a meeting if using the zoom webinar link.
- Select your audio/video preferences and keep in mind that if you are using a computer that it must have speakers and webcam if you are using video. (Meetings may be audio only and not allow video capability)
- Enter the webinar ID number if required located on the agenda. The webinar ID is unique for every meeting.
- Your microphone will be muted and you will only be allowed to speak during Public Questions and Comments, during a public hearing item or other agenda item when called by the Supervisor.

### **Making Public Comments**

- Use the “Raise Hand” feature in Zoom (\*9 if you dialed in to the meeting) if you wish to speak and only when Public Questions and Comments or an agenda item is open for public comment by the Supervisor.
- The host will acknowledge you by name or by the last 4 digits of your phone number and you will be allowed to unmute yourself.
- Once unmuted, please announce your name for the record and direct all comments to the Township Supervisor.
- Once you have completed your comments, you will be placed back on mute by the host and will be unable to speak until such a time that further public comments are taken and you again Raise Your Hand.
- The use of profanity, hate speech, pornographic material, and conduct otherwise known as “Zoom Bombing” or similar disruptive intrusion will not be tolerated.

### **Reminders and Tips:**

- Test your internet connection and audio/video in advance
- Make sure your device is fully charged or keep it plugged in
- Dial-in from a quiet place or use headphones if others are around
- Do not have two or more people on zoom and phone line in the same space; there may be a severe echo otherwise.

For questions please contact the Township Clerk’s Office at (734) 354-3224.

### **You are invited to a Zoom meeting:**

Topic: Board of Trustees Meeting January 26, 2021

Time: Jan 26, 2021 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/81743002692>

Meeting ID: 817 4300 2692

One tap mobile

+13017158592,,81743002692# US (Washington D.C)

+13126266799,,81743002692# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington D.C)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

877 853 5257 US Toll-free

888 475 4499 US Toll-free

Meeting ID: 817 4300 2692

Find your local number: <https://us02web.zoom.us/j/kewGflkhkp>