



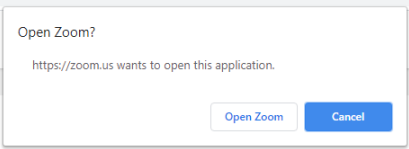
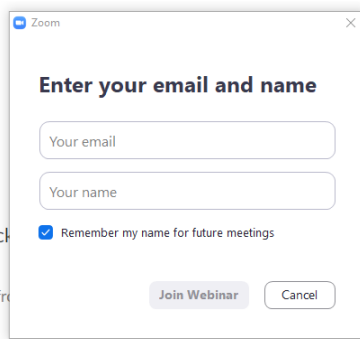
HOW TO JOIN A VAN BUREN TOWNSHIP ZOOM MEETING

To join a specific meeting using a Zoom weblink, webinar/meeting IDs, and/or telephone number please visit the meetings agendas and minutes webpage and click the meeting you're interested in attending, visit:

<https://vanburen-mi.org/meetings-agendas-and-minutes/board-of-trustees/>

Reminder, all agendas (with links) are posted to the website 18 hours before each meeting.

Want to view the Zoom meeting without joining, no problem! Board of Trustees meetings will stream LIVE on YouTube, visit: <https://www.youtube.com/mivanburentwp>.

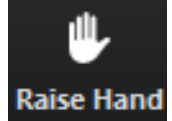
If you're joining on your computer, tablet, or smartphone app:	If you're joining by phone:
<ol style="list-style-type: none">Using the above link, find the agenda of the meeting you wish to attend. Click on the agenda for that meeting and in the header you will find a zoom link like this: EXAMPLE: https://zoom.us/j/95420732345 Click the link.Next, click "Open Zoom"  <ol style="list-style-type: none">The next prompt will ask you to provide or verify your name and email. Enter your email address in the email box and your First and Last Name in the name box, and then click "Join Webinar." 	<ol style="list-style-type: none">Using the above link, find the agenda of the meeting you wish to attend. Click on the agenda for that meeting and in the header you will find a phone number. Dial one of the following numbers: EXAMPLE: +1 312 626 6799 or +1 929 436 2866Next locate the webinar ID found on the agenda. Enter the following webinar ID when the prompt asks you to "enter the meeting ID" followed by #. EXAMPLE: 954 2073 2345 #Press # again
<p>NOTE: Attendees will not be seen on video. You will remain muted throughout the conference call until it is time for public comment. Learn how to make a public comment on next page.</p>	

HOW TO MAKE A PUBLIC COMMENT DURING A ZOOM MEETING

There will be opportunities for public comment during the virtual Van Buren Township meetings, just like every in-person meeting! There are three ways to make a public comment: For the first two options, you must be on the Zoom Platform with your computer, tablet, or smartphone. For the third option, you only need to be dialed in to the meeting by using the meeting phone number.

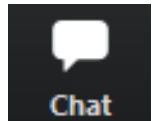
1. Recommended & Encouraged Option: **"Raise Your Hand" Button**

- To raise your hand in the webinar, click "Raise Hand" in the webinar controls at the bottom of your screen. (You'll need to move your mouse for the webinar controls to pop up on the bottom of the screen.)
- Meeting moderators will be able to see that you raised your hand and will call on you to speak during the appropriate public comment period.
- The meeting moderator will unmute your microphone when it is your turn to speak.
- A pop-up will appear that says "The host would like you to unmute your microphone."
- Click "Unmute Now" and state your name and address for the record before you make your comment. Please be mindful and keep your comments to 3 minutes or less.
- After speaking, the moderator will mute your microphone for you.



2. Second Option: **Use the "Chat" function** to type in your question and a moderator will read your public comment during the appropriate public comment period. In order for the moderator to read your comment, you must also type your name & address for the record.

- To use the Chat function, click the "Chat" button in the webinar controls at the bottom of your screen. (You may need to move your mouse for the webinar controls to pop up on the bottom of the screen.)
- Type your comment; along with your name and address, in the chat window and click enter to send the comment to moderators.
- The meeting moderator will read your name and address along with your public comment during the appropriate public comment period.



3. Third option: **Dialing in with your phone** and speak when prompted

- Before dialing, please know the phone number you are dialing from.
- Dial one of the two phone numbers provided in the meetings agenda.
- Here, the prompt will say "you have joined this meeting as an attendee and will be muted throughout the meeting". **Note: this is not entirely correct. You will be muted for the meeting until the meeting moderator asks if your phone number would like to speak. See the next step.**
- When it is time for public comment, you need to press *9 on your keypad to activate the virtual "raise hand" signal. At the appropriate time the moderator will unmute you and introduce you with the last four digits of your phone number. (Example, We have a caller who would like to make a public comment. Caller from 1234 please state your name and address for the record). We will have you unmuted, so you can make your comment.
- The prompt on your phone will tell you that "you are unmuted".
- You will then state your name and address for the record before you make your comment. Please be mindful and keep your comments to 3 minutes or less.
- After speaking, the moderator will mute your microphone for you.

HOW TO PROVIDE INPUT OR ASK A QUESTION BEFORE A MEETING

Persons may contact the Supervisor's office to provide input, ask questions on any business that will come before the Board or request a way to contact the Board of Trustees. Email communications@vanburen-mi.org or call 734.699.8910 and leave a message with your request, comments or questions.

AMERICANS WITH DISABILITIES ACT (ADA)

To comply with the Americans with Disabilities Act (ADA), any citizen requesting accommodation to attend a meeting, and/or to obtain this notice in alternate formats, please contact the Clerk's Office at 734.699.8900 extension 9205. Closed captioning of all live meetings will be available on the YouTube video after it's fully rendered. Click the CC icon in the video player to launch Closed Captioning.

VIRTUAL MEETING COMPLIANCE WITH THE STATE

To mitigate the spread of COVID-19, protect the public health, and provide essential protections to Van Buren Township residents; regularly scheduled Van Buren Township's Board of Trustees meetings will be conducted virtually (online and/or by phone) in compliance with the State of Michigan Governor's Executive Orders regarding remote public meetings.