



How to Join Whiteford Township Zoom Board of Trustees Meetings

Whiteford Township's priority is always the health, safety, and welfare of residents, businesses, visitors and its staff. In light of this, Whiteford Township will be using the Zoom platform to host virtual meetings. Meetings will be open remotely to the public to follow along and participate during the Public Comment section of the agenda.

How to Access Zoom Meetings

The link and password to the Zoom meeting will be publicly posted on www.whitefordtownship.org

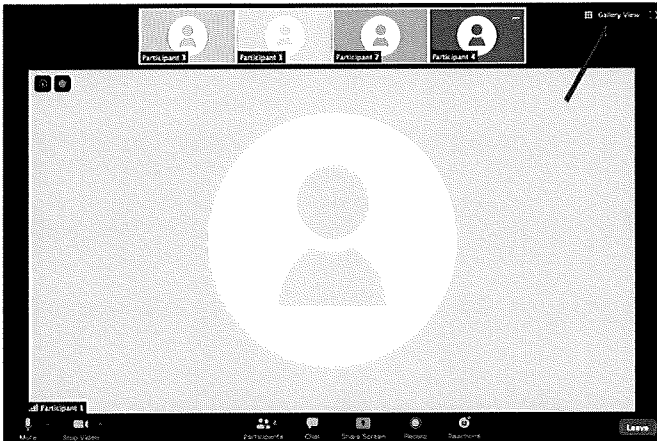
To help mitigate "Zoom Bombing" a simple password has been generated and will be posted with the link. You may also join a meeting without the link by going to **join.zoom.us** on any browser and entering the meeting ID and password provided on the Township web site.

To join a meeting as a participant, please use the desktop or smartphone application to maintain full participation functionality. If you choose the smart phone application, please download it ahead of time from your respective app store and then click the publicly posted link. This link will then open your app. If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference.

While dialing in with your telephone to the Zoom meeting is an option, you will lose the functionality of raising your hand for public comment without the video conference component. Additional information on how to comment as a phone-in audience member can be found on the next page under: 'If You Are a Phone-In Audience Member.'

How to View Meeting Participants

Somewhere (usually the upper right corner on your computer screen) on your Zoom screen you will also see a choice to toggle between “speaker” and “gallery” view. “Speaker view” shows the active speaker. “Gallery view” tiles all of the meeting participants.



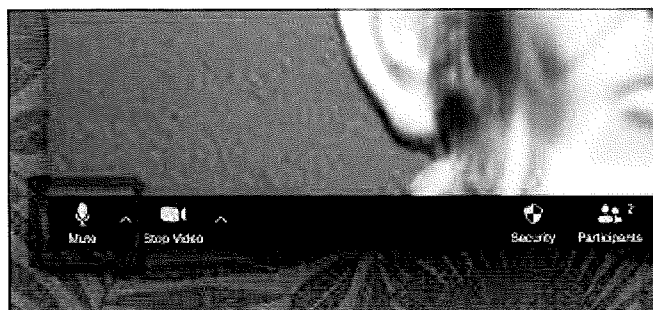
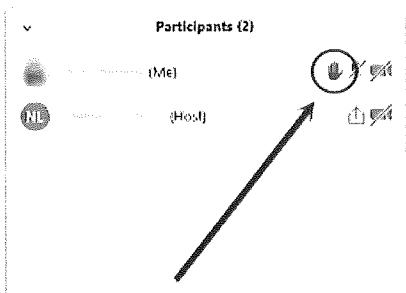
How to Make a Comment During the Virtual Meeting

To help meeting flow and organization, all public comment will be taken during the ‘Public Comment’ portion of the meeting as outlined on the agenda. This means all public participants will be muted until this time. The meeting agenda is available on the Township website.

If you are a Video Conferencing Audience Member:

To make a comment, use the “raise your hand” feature to notify the Board that you would like to speak. If you have changed your mind and you do not want to make comment, you can also lower your hand.

Once your hand has been recognized and you are selected to speak, you will need to unmute the microphone in your app (the default is mute on your device). You can also mute yourself if need be.



If you are a Phone-In Audience Member:

As a phone-in audience member, you will not have the functionality to raise your hand to participate in the meeting. Please review the agenda available on the township web site, www.whitefordtownship.org and please consider submitting any comments you would like read into the record to:

whitefordtwpclerk@bex.net. Please include your full name and address for the record. There will also be open comment for Phone-In Audience during the Public Comment portion of the agenda after written comments are read. To make a public comment, state your name and express your interest when called upon to do so.

To comply with the Americans With Disabilities Act (ADA), any citizen requesting accommodation to attend this meeting, and/or to obtain this notice in alternate formats, please contact the Whiteford Township Clerk 734-856-5383 as soon as possible prior to the meeting.