

**FORSYTH TOWNSHIOP
TOWNSHIP BOARD MEETING
NOTICE OF ELECTRONIC AND TELEPHONIC MEETING**

Please take notice that the Township Board of Forsyth Township will hold a public meeting at 6:30 p.m., on Thursday, April 30, 2020 by convening the Township Board through remote electronic access as provided in this Notice. Proceedings conducted at this meeting are pursuant to the provisions of the Michigan Open Meetings Act and Michigan Executive Order 2020-42 (COVID-19), Michigan Executive Order 2020-48 (COVID-19), and any subsequent amendment, extension, or order allowing flexibility in complying with the Michigan Open Meetings Act.

1. The Township Board is meeting electronically to adopt rules for remote electronic meetings and address necessary business operations and allow ongoing work to sustain and protect the lives of Township residents.
2. This meeting is being held electronically to comply with the Governor's Executive Orders and federal and state agency recommendations to cease in-person public assemblies, self-quarantine, and help prohibit the spread of COVID-19. The Township Board recognizes its continuing responsibility for needed decision-making and will conduct this meeting in a manner that effectuates as fully as possible the purposes of the Open Meetings Act.
3. Individuals are encouraged to participate in the meeting through electronic participation using Zoom, including providing public comment, through online electronic conferencing and telephone. To download Zoom (which is supported on a range of devices), go to the following link: <https://zoom.us/support/download>. Users on a computer or laptop may choose to participate in the meeting through a web browser without downloading the Zoom app.
4. After downloading and launching Zoom, you may join the meeting using the link or telephone numbers below. For more help on signing in and joining a meeting, please view the following: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>.
5. It is recommended that all individuals participate electronically. For those seeking to participate electronically through online electronic conferencing using Zoom, participants can access the meeting through the following link: <https://zoom.us/j/94523356882>. If requested, the Zoom Meeting ID is 945 2335 6882. There is no password required.
6. For those unable to participate electronically through online electronic video conferencing, participants can partake in the meeting via telephone by calling (929) 205-6099 or (312) 626-6799. If requested, the Meeting ID is 945 2335 6882.
7. Once individuals have joined the meeting, the Township will provide information about procedures for participation.
8. Questions and comments may be submitted prior to the meeting by email publiccomment@forsythtwpmi.org. All emails will be distributed to the Township Board.
9. Further information and materials related to this meeting can be found on the Township website at <https://www.forsythtwpmi.org/meeting%20notices.htm>.

10. Persons with disabilities needing accommodations for effective participation in the meeting should contact Clerk Michelle Borrett at 906-346-9217 or through the Michigan Relay Center at 7-1-1 (TDD) at least twenty-four (24) hours in advance of the meeting to request visual, hearing, technological, or other assistance.

FORSYTH TOWNSHIP

PROCEDURES AND CONSIDERATIONS FOR ELECTRONIC PARTICIPATION USING ZOOM APP

1. It is recommended that all board (or other relevant public body) members participate electronically through electronic videoconferencing to the extent possible to allow access to any visual presentations or shared screens.
2. All board members and participants should ensure that they have the necessary videoconferencing technology downloaded on the device from which they will participate in the meeting (computer, smartphone, tablet, etc.). This should be done well in advance to a scheduled meeting's start time so that technical advice can be obtained prior to the scheduled meeting, if necessary.
3. All participants, including board members, will be provided a link to access the meeting. Open this link on the device on which you have downloaded the video-conferencing app or intend to access the meeting through an internet browser on a computer or laptop. A Meeting ID number will also be provided in the event is requested prior to entering a meeting.
4. The chairperson of the board is responsible for running the meeting. A designated host of the meeting may assist the chairperson in the operation of the virtual meeting and will follow the direction of the chairperson in operating the technological components
5. During the electronic and telephonic meeting, members of the board will vote by roll call to avoid any questions about how each member votes. Each member of the public body must be asked how they vote, and their name and vote must be recorded in the minutes.
6. All electronic and telephonic participants in the meeting will keep their telephones "muted" except as otherwise provided herein. During the public comment period, the chairperson will call on members of the public to be heard and will then designate an opportunity for each person to be heard. Individuals may "unmute" their telephones only when it is their turn to speak.
7. All board members and participants should ensure that they have the Zoom app downloaded on the device from which they will participate in the meeting (computer, smartphone, tablet, etc.) prior to the scheduled meeting. Zoom can also be operated within a browser on a computer or laptop by selecting to do so when prompted upon clicking the link to enter the meeting.
8. Once you join the meeting, you will be prompted to type your name. Participants are not required to provide their full name to attend the meeting.
9. Participants in the meeting will be "muted" until they are recognized by the chairperson. The chairperson may elect to have public body participants "unmuted" at the start of the meeting or will be required to use the above-described procedure to request recognition to speak.

10. All individuals wishing to participate must select the “raise hand” option on the digital connection. If participating via telephone, you can dial *9 to “raise hand.” During the public comment period, the chair will call on individuals and “unmute” them when it is their turn to speak. Participants may also have to select the “unmute” option on an electronic connection or dial *6 to “unmute” if participating via telephone.
 - a. For individuals participating via video, the chairperson will recognize individuals by the name provided through the Zoom meeting interface.
 - b. For individuals participating via telephone, the chairperson will recognize individuals by the last four digits of their telephone number.
11. The chat feature for typing comments will not be active during the meeting for board members and public participants. All comments must be made by the process described above.