



# CHARTER TOWNSHIP OF FLINT

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## GUIDELINES FOR ZOOM ELECTRONIC PARTICIPATION

1. Members of the public body and the public may participate in an electronic meeting via a telephone connection or electronic conferencing through Zoom. To download Zoom, go to the following link: <https://zoom.us/support/download>.
2. All participants, including members of the public and public body members, will be provided a link to access the meeting or a telephone number. Open the link on the device on which you have downloaded the electronic conferencing app or intend to access the meeting through a web browser, if applicable, or call-in to the meeting by calling the telephone number provided. 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>.
3. It is recommended that all participants participate electronically to the extent possible to allow access to any visual presentations or shared screens. Members seeking to participate via telephone may call-in by calling the telephone number provided.
4. During the electronic and telephonic meeting, members of the public body will vote by roll call to avoid any questions about how each member votes. Each member of the public body should be asked how they vote, and their name and vote should be recorded in the minutes.
5. All electronic and telephonic participants in the meeting will keep their devices “muted” except as otherwise provided herein. During the public comment period, the chairperson or designee 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 devices only when it is their turn to speak.
6. If you are unable to access the meeting due to technical difficulties, please call the Clerk prior to the scheduled meeting. Every effort will be made to help you participate in or view the meeting. You may also contact Zoom technical support at +1(888) 799-9666 ext 2.

Karyn Miller  
Supervisor

Kathy Funk  
Clerk

Lisa R. Anderson  
Treasurer

Frank Kasle  
Tom Klee

Trustees

Barb Vert  
Carol Pfaff-Dahl