

## **Virtual Authority, Boards and Commissions Meetings Rules & Protocol**

1. All participants, with the exception of the meeting members will be muted with video camera/web camera turned off.
2. Only during Public Comment sections will participants be unmuted and/or have their camera turned on.
3. There will be one Public Comment section for most boards except for the Stated Meeting which will have two. One for items not on the agenda and one for items on the agenda.
4. Each Public Comment section will begin with the Board Chair/President reading aloud the comments that were emailed to the Township via [meeting@upperdublin.net](mailto:meeting@upperdublin.net) ahead of this meeting. Each emailed comment must include the first & last name of the resident, as well as their address. The Board will discuss each comment individually.
5. Participants who wish to speak during the Public Comment section will be instructed to press the “Raise Your Hand” button on the “Participant” screen, which can be found by pressing the “Participants” button on your screen.
6. One by one the Board Chair/President, will call on each participant with their virtual hand raised. That participant will be unmuted and have their camera requested to be turned on (if they choose). That participant will have 15 seconds to respond to being called on. If there is no response, the next person “in line” will be called on.
7. It is asked that anyone who speaks during a Public Comment section announce their first and last names, as well as their home address. After the discussion, that participant will be muted and have their video turned off.
8. The Board Chair/President, at any time reserves the right to mute a participant, end the video stream of a participant, or terminate/end the meeting at his discretion, due to hackers, inappropriate language, or any other activity the Board Chair/President deems inappropriate.
9. We ask for everyone’s patience and understanding as we navigate through these unprecedented times and work through these virtual public meetings. We welcome comments and suggestions for our virtual meeting protocols for future meetings of all our boards & commissions.