



### ***TELEPHONE/VIDEO CONFERENCE FOR PUBLIC MEETINGS***

**In accordance with an order of the Office of the Governor issued March 16, 2020, the City Council and Board/Commission Members will conduct the public meetings by video conference in order to advance the public health goal of limiting face-to-face meetings to slow the spread of the COVID-19.**

**Beginning April 23<sup>rd</sup> and continuing until further notice, the City will host public meetings that are subject to the Open Meetings Act through telephone/videoconferencing powered by Zoom.**

**This will allow City Council and Board/Commission Members to attend meetings without having to physically be in the City Council Chambers.**

**This technology will allow the public to not only watch meeting live and see all members that are in attendance, but also participate in meetings (when applicable) such as speaking during public comments, public hearings and agenda items. *(Please Note: the three-minute time limit will still be in effect)***

### **WHAT DOES THIS MEAN FOR THE PUBLIC AND THEIR PARTICIPATION IN MEETINGS?**

- **All public meetings will be live stream on Facebook Live and can be access at <https://www.facebook.com/cityofmanor/>**
- **Members of the public that wish to speak during public comments, public hearing or an agenda item will need to register in advance by visiting [www.cityofmanor.org](http://www.cityofmanor.org) where a registration link will be posted on the calendar entry for each public meeting. You will register by filling in the speaker card available for that specific meeting and submitting it to [publiccomments@cityofmanor.org](mailto:publiccomments@cityofmanor.org). Once registered, instructions will be emailed to you on how to join the videoconference by calling in. Your Speaker Card must be received two (2) hours prior to scheduled meeting. *(Please Note: No Action May be Taken by the City Council During Public Comments)***
- **Upon receiving instructions to join zoom meeting the following rules will apply:**
  - **Speakers must address their comments to the Mayor rather than to individual Council Members or city staff. Speakers should speak clearly into their device and state their name and address prior to beginning their remarks. Speakers will be allowed 3 minutes for testimony. Speakers making personal, impertinent, profane or slanderous remarks may be removed from the meeting.**