

## **MEETING PROCEDURES**

1. All participants, except for the Borough Planning Commission, Montgomery County Planner, and Borough Staff will be muted with video camera/web camera turned off automatically upon entry to the virtual meeting.
2. Only during the Public Comment section will participants be unmuted by the Borough Zoom administrator.
3. There will be a Public Comment section at the end of the meeting before any vote by Council.
4. The Public Comment section will begin with the Planning Commission Chairperson reading aloud the comments that were emailed to the Borough ahead of this meeting. Each emailed comment must include the first & last name of the resident, as well as their address. The Planning Commission 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 Borough Zoom administrator, will call on each participant with their virtual hand raised. That participant will be unmuted. 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 the Public Comment section announce their first and last names, as well as their home address. After the discussion, that participant will be muted.
8. The Planning Commission Chairperson, 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 Planning Commission deems inappropriate.
9. We ask for everyone's patience and understanding as we navigate through these unprecedented times and work through our first virtual public meeting.