

PUBLIC NOTICE OF ELECTRONIC MEETING OF THE VILLAGE OF SHELBY COUNCIL

Pursuant to the provisions of the Michigan Health and Human Services (MDHHS) Gatherings and Face Mask Order notice is hereby given that the **Shelby Village Council will hold electronic public meetings**. The meetings to be held electronically include all Village Council and Village Council Committees meetings.

The reasons for holding an electronic public meeting are to limit the spread of COVID-19 (novel coronavirus) and to remain in compliance with the MDHHS Gathering and Face Mask Order.

The electronic public meetings will be held via Zoom. Please follow the Zoom link found on the agenda for each meeting, posted on our website (<http://www.shelbyvillage.com/council>), or on our Facebook page (www.facebook.com/VillageOfShelby). The public may also participate by calling 1-312-626-6799 and entering the Meeting ID and Password posted on the sites listed above.

Persons with disabilities who require assistance in order to participate in the electronic public meeting should contact the Village at the earliest opportunity by emailing administrator@shelbyvillage.com or by calling 231.861.4400 two (2) hours prior to the start of the meeting.

You may also utilize Hamilton Relay's **Michigan Relay Service** which provides telecommunications relay services for the state of Michigan including TTY, Voice Carry Over (VCO), Hearing Carry Over (HCO), Speech-to-Speech (STS), Spanish and CapTel®. **Dial 711** to use Michigan Relay Service or visit www.hamiltonrelay.com/Michigan . If you are traveling, you can place interstate call by calling: TTY: [800-833-5833](tel:800-833-5833) (toll-free) or Voice: [800-833-7833](tel:800-833-7833) (toll-free).

The public will be able to listen to all discussion by Council members and will be permitted to speak for **up to 3 minutes** during the public comment section of the agenda.

Members of the public, whether or not they are joining the electronic public meeting, may submit written comments and questions regarding any matter, including items of business that will come before the Village Council. Written comments and questions may be submitted at any time.

- Those submitted three (3) business days prior to the meeting will be copied and included in the agenda packet for the meeting.
- Those submitted after three business days, but four (4) hours prior to the citizen comments portion of the agenda will be read aloud during the public comment portion of the agenda.
- The Village reserves the right to summarize long written comments and questions rather than reading them aloud but will provide Village Council members the full text of these comments after the meeting.

To be considered for inclusion in the agenda packet or to be read aloud during the meeting, public comments and questions must include the name and home address of the person submitting them and must not include language that would be considered vulgar or be interpreted as hate speech or fighting words. The comments and questions should also indicate the date of the electronic public meeting for which they are being submitted. **Written comments and questions should be submitted to administrator@shelbyvillage.com.**

Procedure for Virtual Public Meeting

To comply with MDHHS Gatherings and Face Mask Order and to best meet the intent of the Open Meetings Act, the Village of Shelby shall continue with regularly scheduled Council Meetings, as deemed essential, via Zoom videoconferencing and teleconferencing.

- The Village is committed to staying as accessible as possible. The Village encourages residents to send an email with your comments to administrator@shelbyvillage.com that will be read into the public record. This will decrease the demand on our virtual meeting infrastructure. Thank you in advance for your understanding.
- Zoom is available: as an app on Mobile and Tablet; as an app on PC/Mac laptops and desktops with audio and video capabilities; or dial-in via phone. For those who prefer to use a telephone to participate, you will need to call +1 312 626 6799 and enter the Meeting ID Number and Password (information posted on website and Facebook). When prompted, enter a participant number or just touch the # key. Note: Telephone participants will have their phone numbers masked, to protect their privacy.
- Please remain patient as staff will do our best to assist everyone but be advised for virtual meetings there will be a **strict three (3) minute limit** for public comments.

Zoom Public Participation Process

1. **Participants or “public” will be muted during the meeting and must “raise hand” to be called on, during the public comment period.**
 - a. If you are participating via telephone dial-in, use *9 to “raise hand” and you will be called on by the last 4-digits of your phone number.
 - b. If you are participating via the Zoom app, simply click “raise hand” and you will be called on by the meeting host.
2. Citizens will be acknowledged by the Zoom meeting host and will address all comments to the Council.
 - a. Citizen speakers will address the Council and will begin their remarks by stating their name and address.
 - a. Discussions between citizen speakers and members of the audience will not be allowed.
 - b. Citizens who have prepared written remarks or supporting documents are encouraged to leave a copy of such remarks with the Village Clerk for inclusion in the Council minutes.
 - c. Citizen speakers are to express their own views, rather than speak for others.
 - d. Citizen speakers are to address Council, on the agenda or policy in question, not on personalities of the Village Officials or other members of the public. Challenge ideas, not people.
3. Avoid talking while others are speaking.
4. Respect agreements about time.
5. The Zoom meeting host will exercise his/her right to cut off discussions that are too personal, too loud, or too crude.