

ADDENDUM RE VIRTUAL MEETINGS ON ZOOM

A. Prior to Consideration of the Articles

- Check-in for all participants - 6:00-7:00 P.M. Specific check-in instructions will be furnished to all participants closer to the meeting. The Helpdesk will be available for those needing assistance in joining the meeting, at a number that will be furnished to participants with the check-in information. **It is important that participants check in early, even as early as 6:00 P.M., to avoid a last-minute jam.** After being checked in from the waiting room, participants will enter the meeting and their microphones will be muted. They should feel free at that point to turn off their cameras and continue work on their computers (or not) while waiting for the meeting to start.
- A conference call number will be provided with the check-in instructions for those who cannot join the meeting electronically.
- Pledge of Allegiance – at approximately 6:50 the Moderator will recite the pledge; participants will be on mute but may join in the pledge if they so desire.
- Determination of a quorum and call to order – as soon as possible after 7 PM.
- Acknowledgement by the Moderator of the proper publication of the warrant etc.
- Star Spangled Banner – usually led by TMM Slayton.
- Announcements by the Moderator – including special procedures for the meeting.
- Practice vote - The practice motion to be voted on will be a confirmation that the meeting may proceed virtually, as required by the virtual meeting enabling legislation.

B. Debate Procedures

All participants in the meeting other than the Moderator will be on mute until called upon by the Moderator to speak, at which time the IT staff will prompt the speaker to unmute by clicking on the Mute/Unmute button on the lower left of the speaker's computer screen.

For each debate, the Moderator will first call on alternating pro and con speakers who have signed up in advance to speak. Those who wish to speak at the meeting but have not signed up to do so in advance can request to be recognized by contacting the Chat Monitor by clicking on the Chat icon at the bottom of their computer screens. Each request should contain the following information, in order: last name; first name; P[precinct number]; and either "question," "comment," or the motion sought to be made. Any such request will be communicated by the Chat Monitor to the Moderator as soon as possible after it has been made. This would apply at any time at which TMMs would ordinarily come to a mike during an in-person meeting, to address questions to the Moderator or to make special motions such as points of order, questions of privilege or motions for the question. The Moderator will call on those with questions or comments at the point in the debate at which the Moderator would

ordinarily proceed to a Q&A session, except that the Moderator will interrupt the current speaker for points of order or questions of privilege. The Moderator will take motions for the question as he would at an in-person meeting, when he believes that all sides of the issue on the floor have been adequately aired. Debate will proceed as in an in-person meeting, with the Moderator calling on successive speakers. During the preliminary proceedings at the first session of each Town Meeting, the Chat Monitor will review these procedures in considerable detail for those in attendance.

At most if not all virtual meetings, captions will be available for viewers on their computer screens. Captioning may be accessed by clicking on a button labeled "CC" on the bottom right-hand side of the computer screen.

C. Voting Procedures

All votes will be first conducted electronically through the voting system incorporated in the Zoom platform, then by a roll call of those present by conference call. Those with difficulty voting can seek assistance from the Helpdesk.

The Moderator will announce the motion to be voted on, by location in the Combined Reports or a supplement, as at an in-person meeting. When the voting monitor is ready to start the vote he will so inform the Moderator, who will announce the commencement of a 30- or 45-second voting period. Ballots will have been displayed on the screens of all those participating electronically, and voters will select "yes", "no" or "abstain" and then select "submit." **Once a ballot has been submitted, it may not be recalled**, so voters will need to be sure that they have clicked on the correct response before submitting the ballot. After the voting period, the Moderator will poll those participating by conference call and then announce the result of the vote.

There will be recorded votes on all motions other than strictly routine ones (such as motions to adjourn) without motions from the floor. The Moderator will announce before a vote if it is NOT to be recorded. Town Meeting Members can call for any such vote to be recorded by contacting the Chat Monitor on the Zoom Chat Line. If a recorded vote is so requested, the Moderator will proceed with such a vote without polling those present, given that a request for a recorded vote has never failed to obtain the necessary TMM support.

Individual voting results will not be available at the time of the vote; despite significant attempts to work this out, the precinct-by-precinct scroll-through available at in-person meetings cannot be replicated in a Zoom meeting.

The Moderator will announce the preliminary results of a vote. For non-recorded votes with no question as to the outcome, the Moderator's announcement will be final. All recorded or close votes will be subject to the following verification process.

Results of all recorded votes will be posted on the Town website the morning after the session at which they were taken. TMMs should review these postings to make sure that their votes were properly recorded, and any changes must be reported to the Town Clerk or the Moderator prior to the dissolution of the meeting.

While ballots will be distributed to all participants in the meeting, only TMMs have the right to vote and the Moderator may emphasize that from time to time during the meeting. If a non-TMM does submit a vote, it will be deleted from the rolls on the following day.

In the unlikely event of a tie vote or a one- or two-vote margin, the Moderator may recess Town Meeting for such amount of time as it may take for the Moderator to review the electronic records and be assured that the vote total is correct. This would require that the session be terminated and all participants be readmitted to the meeting, a time-consuming process.

There will be no opportunity for TMMs to review the results of votes cast at the last session of a Town Meeting. Since most of the articles at the end of a warrant are relatively uncontroversial, this should not ordinarily present a problem. If for some reason there is a very close vote at the end of the final session of a meeting, the Moderator may recommend scheduling another session of Town Meeting for the purpose of adjustments to votes taken at the previous session and to dissolve the meeting.