

- Thank you, Madam Moderator.
- I am going to walk through some of the functionality of Zoom and tell those present in the meeting how to navigate around the platform.
- By default, your microphone will be muted and you will be unable to unmute yourself until the support staff for this meeting gives you permission to do so.
- When it is your turn to speak the Moderator will call on you.
- A few seconds later you will see a prompt on your screen asking you to unmute yourself; you may have to click okay to acknowledge the prompt.
- After seeing the prompt, you will need to complete the unmuting process by clicking the Mute/Unmute button at the bottom far-left side of the screen.
  - A note for Town Meeting couples – please be sure to only have one of your devices’ audio on when you are unmuted.
  - Having only one audio output on will help to limit audio interference.
- If you a Town Meeting Member who has joined tonight’s session by phone your microphone will also be muted by default.
- The votes of Town Meeting Members participating via phone will be captured via a roll call following the completion of the 30 second voting period. This will obviously require Town Meeting Members joining by phone to be unmuted.
- The support staff for this meeting will handle the unmuting process centrally and no action will be required by the Town Meeting Member on the phone.
- When called upon to vote by the Moderator, those on the phone should wait approximately three seconds and then tell the Moderator how they wish to be recorded on the pending vote.
- If after waiting approximately three seconds you are still unable to be heard, pressing the \* and 6 key and try voting again
- Immediately to the right of the Mute/Unmute button is the Start/Stop Video button.
  - This button allows you to turn your video camera on and off.
  - If you are comfortable doing so, and if your internet bandwidth and technology allows, you may turn your camera on.
  - If you experience choppy audio or video during tonight’s session, we suggest you keep your video off for the duration of the meeting.
  - Turning your video off will limit the internet bandwidth you are uploading thereby allowing more room for you to download audio and video.
  - As a reminder, if your camera is on it will broadcast everything it captures to those present in this meeting. Please be mindful of this.
- The Participant button, immediately to the right of the Start/Stop Video button, allows you to see the name of everyone present in the meeting.

- At the top of the list of those present you will see a number of accounts related to the running of the Virtual Town Meeting.
- Below these accounts you will see a list of Town Meeting Members, staff and guests present in the meeting listed in alphabetical order by last name.
  - Next to each name you will see information about who a Town Meeting Member represents (a precinct number or the letters “AL” to denote At-Large status) or that the person is a guest in the meeting.
  - A “guest” might be a non-Town Meeting Member presenter on a Warrant Article or Town Staff.
  - As an example, this meeting naming convention would make a a Town Meeting Member appear as: Obama, Michele, P1.
- Immediately to the right of the Participants button, you will see the Chat icon.
- You can access the chat feature by clicking this icon.
- During Town Meeting you will only be able to chat with the "Chat Monitor.”
- This means you will be unable to chat with other Town Meeting Members individually or as a group.
- So, please to not use the Chat feature to try and broadcast your views on a particular article to your colleagues.
- During Town Meeting the chat feature should be used for two purposes:
  - One, to get “in line” to address Town Meeting (akin to lining up at the microphone during an in-person Town Meeting)
    - Your request to speak could, for example, be to ask a question or make a comment.
    - If you wish to ask a question or comment during Town Meeting, please send a message to the Chat Monitor that contain (in this order) your: First Name, Last Name, the letter “P” and your precinct number or the letters AL, and the word Question or Comment.
    - For example: Hilary Clinton, P5 Comment.
  - The second reason to use the chat feature is to raise a procedural point
    - For example, “to call the question” or to raise a Point of Order.
    - If you wish to make a procedural motion during Town Meeting, please send a message to the Chat Monitor account that reads: First Name, Last Name, PX, and the type of motion you wish to make.
    - For example: Michael Dukakis, P4, Point of Order
- As the Chat Monitor account receives requests from Town Meeting Members to ask a question or make a comment, I will do my best to post a running list of the queue.
- To see the queue, you will need to click on the chat icon.

- Town Meeting Members will immediately be called upon if they have a point of order or are “calling the question.”
- As a reminder, amendments to Warrant Articles will not be accepted via the chat feature.
- Finally, please do not use the chat feature to submit requests for technical assistance, to make comments about Warrant Articles, or to engage in any side conversations with the Chat Monitor.
- If you do require technical assistance, please contact [tm@brooklinema.gov](mailto:tm@brooklinema.gov) or call 617-879-3110 and identify yourself as a Brookline Town Meeting Member.
- At the bottom right of your screen there is a closed caption button – labeled CC.
- Tonight’s meeting will be closed captioned to make the proceedings more accessible to Town Meeting Members, guests, staff, and members of the public watching on BIG.
- Anyone who would benefit or enjoy seeing the closed captions is invited to utilize the functionality.
- To see the captions, click on the CC button and then select “show subtitles.”
- To turn the captions off click the CC button again.
- There is no requirement that you use/do not use the captions.
- Once again, if you encounter any technical problems during tonight’s session and require assistance, you should contact [tm@brooklinema.gov](mailto:tm@brooklinema.gov) or call 617-879-3110 and identify yourself as a Brookline Town Meeting Member.
- Thank you.