

Zoom Meeting – Town Council Guide

Host

The Town Manager will operate the meeting as the host.

Roll Call

The Mayor will take roll at the beginning of the meeting.

Noise Reduction

To help control background noise, all microphones, except the Mayor's mic, will be muted during the meeting.

Electronic Meeting Rules of Procedure

1. The mayor shall preside at meetings of the Board. A member must be recognized by the mayor in order to address the Board.
2. The Mayor will follow the following guidelines to conduct the order of the electric meeting:

Town Council Comment

The Mayor will call on each Council Member individually and open the floor for them to speak during various portions of comment during the meeting.

Motions and Seconds

A motion can occur either by a Council Member "raising their hand" virtually by going to the "Participants" tab and selecting "raise hand" by their name or at any time that the Mayor opens the floor for a motion, all Council Member microphones will be unmuted and the floor will be open for a motion and a second.

A Council Member should state their name before stating their motion and before seconding a motion.

Voting

Town Council members should wait until their name is called by the Mayor or the Town Clerk and at that time state their vote. The vote should be yes, no, or abstain.

Public Comment – General

The public can submit written comments to the Town Clerk at mshort@rutherfordton.net no later than 1 hour before the start of the meeting. The Town Clerk will then read public comments into the record during the meeting.

Public Hearing Comment

The public will be asked to contact the Town Clerk at mshort@rutherfordton.net no later than 1 hour before the start of the meeting and indicate they wish to speak during the public comment portion of the meeting. The Public should arrive at Town Hall at least 5 minutes prior to the start of the scheduled meeting time. The Public will be guided by staff, in the order that they signed up to speak, to make public comment on a public access computer that will be tuned in to the meeting in process with Town Council. Those wishing to make public comment in person will be subject to all social distancing requirements per the current North Carolina State of Emergency**.

Public Viewing

The Town Council meetings will be livestreamed on the Town's Facebook page at www.facebook.com/myrutherfordton & Livestream webpage at <https://livestream.com/rutherfordton> .

**Due to the rapidly evolving response to COVID-19 these policies and procedures are subject to change at any time.