Zoom Meeting Policies and Guidelines

Approved by City Council on 8/19/20

In effect until directed otherwise by City Council

Zoom Meeting Requirements:

1. All City boards and commissions are directed to hold Zoom meetings for all public meetings until directed otherwise by City Council. No public in-person boards and commission meetings will be held at this time until changes to meeting requirements are approved by City Council.
2. Zoom public meetings must follow all public meetings laws and standards.

Zoom Meeting Setup Requirements:

1. Boards and commission meetings must be setup by the City staff for each board and commission. This is normally a department manager or directed staff liaison member. Each board and commission has a dedicated staff department manager and staff liaison appointed. Both members are required to be at each meeting. If a department manager or staff liaison cannot attend, a substitute must be used.
   a. The Zoom meeting manager will be a separate person dedicated to management of the online meeting and should not be the same person managing or heavily involved in the public meeting.

2. When setting up a public Zoom meeting, the following must be setup:
   a. Security
      i. Waiting room
         1. The waiting room forces the meeting manager to admit each participant.
         2. The meeting manager shall not admit anyone without a real looking name or phone number.
         3. The meeting manager may chat with the waiting room people individually when necessary to confirm that the person is attending for the specified reason.
      ii. Passcode
         1. A passcode is a 6-digit code that is used to sign into the meeting. This adds another level of security and helps avoid Zoom "jumpers" that will type in random web addresses trying to connect to meetings.
         2. All attendees will need to know this password, meaning that this passcode will need to go out on public notices for meetings.
   b. Meeting Options
      i. Enable join before host
         1. This option should be UNCHECKED. This means that folks attending the meeting will not be allowed to join the meeting before the host actually opens up the meeting and admits people.
      ii. Mute participants upon entry
         1. This option should be CHECKED. This mutes all individuals that are entering the room. An individual will have to be unmuted by the host to be heard.

Zoom Meeting In-Meeting Setups (before you start your meeting):

1. As host for the meeting, you may allow others to be co-host if they need to share their screen for a presentation. The Zoom meeting manager should remain the full HOST of the meeting at all times.

2. Ensure the following settings:
   a. Security Tab – This tab is located on the bottom settings bar menu
      i. CHECKED - Enable waiting room

    ii. UNCHECKED - Allow participants to share screen
    iii. CHECKED (If really needed) - Allow participants to chat
    iv. UNCHECKED - Allow participants to rename themselves
  b. Participants Tab – These options can be found by clicking the "…" box in the participants box/window
    i. CHECKED – Mute participants upon entry
    ii. UNCHECKED – Allow participants to unmute themselves
    iii. UNCHECKED – Allow participants to rename themselves
    iv. UNCHECKED – Play entry/exit chime
    v. CHECKED – Enable waiting room
    vi. UNCHECKED – Lock Meeting.
      1. This may be locked during Executive Sessions
  c. Zoom Group Chat Tab – These options can be found by clicking the "…" box in the Chat box/window
    i. Participants can chat with – HOST ONLY should be checked.
  d. Share Screen – These options can be found by clicking the up arrow on the Share Screen item in the main menu
    i. One Participant can share at a time should be marked.
    ii. Who can Share? Only Host should be marked.
      1. This will force to host to give co-hosting capabilities to anyone who wants to share their screen.
  e. Recording
    i. All public meetings should be recorded and stored in the corresponding department folders on the City's server and also posted to our video archive on YouTube/Granicus/Other platform that the City may use.

Zoom Meeting Requirements During Meetings:

1. The host should admit known board and commission members, City staff, and known presenters first into the meeting. Then visitors and guests can be added lastly before the meeting begins.
  a. Allow Commission members, staff, and known presenters to show their video if they would like.
  b. For guests attending the meeting and individuals not presenting, video should be turned off to avoid distractions and possible video mishaps.
2. Public comment periods
  a. During public comment periods, allow all participants to "raise their hand" or submit a comment/question to the host through the Chat feature to be read aloud.
    i. If a participant has called in via phone, the zoom meeting manager should ensure that the participant does or does not want to give public comment. Since there is no potential video mishaps, the Zoom meeting manager should say the phone number for the record and ask that the person on the phone identify themselves before giving public testimony.
3. As directed by the Chair of each board or commission, the host may mute and turn off video of any participant
  a. The Zoom meeting manager may also automatically mute and turn off video if any participant begins using foul language or using obscene gestures.