



Please take notice that a meeting of the Board of County Road Commissioners of the County of Kalamazoo (Board) will take place by electronic means by Joining Zoom Video Conferencing and in-person as provided under Act 267 of the Public Acts of 1976 as amended, or commonly referred to as the Open Meetings Act (OMA). This is subject to change based on further guidance.

The public is welcome to continue to participate electronically, including by telephonic conferencing or video conferencing, in a manner in which both the general public and the members of the public body may participate by electronic means. To assist we ask those participating to please follow the following best practices:



1. Turn off cellular/mobile devices and minimize distractions.
2. Only RCKC hosts/co-hosts will have the ability to mute and always unmute, in order to more efficiently conduct the meeting and avoid background noise.
3. As you participate in the meeting, your microphone will be placed on "mute". Please see Public Comment Guidelines below for additional information.
4. Public comments in-person should be provided at the podium in order to ensure proper audio.

### Public Comment Guidelines

During "Public Comment" participants will have the opportunity to address the Board at the beginning of the meeting and at the end of the meeting for *non-agenda items*. The members of the public in attendance at the Board meeting shall be given the opportunity to address the Board on any *agenda item* only after being recognized by the Chair or acting Chair after a motion has been made and duly seconded, and prior to Board discussion on the item. All comments, statements or questions will be directed to the Board. Once the Board begins its discussion on the motion there will be no further public comment unless specifically requested by the Board.

Public comments, statements, or questions shall be **limited to not more than three (3) minutes** for each person addressing the Board. Minutes will not be allowed to be donated to others to increase time limitations. While all comments, statements and questions will be received by the Board it will be at the discretion of the Board or Board Members to respond at that time or to refer to staff for response at a later time or to the Road Commission's files. The Board appreciates receiving any written documents, photos, drawings, etc. as part of the citizen(s) presentation during the opportunity for public comment. These may also be sent by email [info@kalamazooountyroads.com](mailto:info@kalamazooountyroads.com) or regular mail in advance or in lieu of an in-person presentation and will be shared with all Board Members and included in the official record.

To provide public comment by Zoom.

- a. **Raise Hand:** Use the "Raise Hand" feature  in Zoom
- b. **Raise Hand:** Use \*9 for telephone audio
- c. **Mute:** Use the "Mute/Unmute" feature in participants 
- d. **Mute:** Use \*6 to toggle mute/unmute for telephone audio
- e. The "**chat**" feature shall only be used to address any technical issues for public participation. A RCKC Moderator will be available to assist with platform usage questions.

**The RCKC platform are intended to promote a friendly, and informative experience for participants. Therefore, content and comments containing any of the following are not allowed and participants will be immediately BLOCKED.**

- Profane language or content.
- Personal attack on individuals or specific groups or organization.
- Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation, or any other form of discrimination, in the sole discretion of the Road Commission.
- Sexual content or links to sexual content.
- Conduct or encouragement of illegal, harmful, or offensive activity.
- Content that violates a legal ownership interest of any other party.
- Content determined to be inappropriate, in poor taste, or otherwise contrary to the purposes of this forum, in the sole discretion of the Board.