



Road Commission of Kalamazoo County

Please take notice that a meeting of the Board of County Road Commissioners of the County of Kalamazoo (Board) may take place according to [Executive Order 2020-154 \(COVID-19\)](#) and 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 with the new platform for Board meetings, 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 unmute at all times, 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.

Public Comment Guidelines

During "Public Comment" participants will have the opportunity to address the Board and will be unmuted. There will be an opportunity to speak at the beginning of the meeting and at the end of the meeting for non-agenda items. To provide public comment, please use the following tools in the Zoom meeting.

- a. Use the "Raise Hand" (Press *9 for phone audio) to be called upon by the Board Chair, please state your name.
- b. Use the "Chat" window with your name and comment/question and the Board Chair will read it out loud.
- c. Use *6 to toggle mute/unmute for phone audio
- d. The Board Chair will ask if there are any remaining participants who would like to address the Board before continuing.

The RCKC telephonic conferencing or video conferencing platform is 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.

Only after being acknowledged by the Board Chair, shall a member of the public initiate their communication. Acknowledgment will be recognized as provided above.

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 participants presentation during the opportunity for public comment electronically at info@kalamazooountyroads.com.

An RCKC Moderator will be available to assist with any new platform usage questions.