

Town of Holbrook Virtual Town Meeting Questions and Answers

Is it legal to hold a Virtual Town Meeting? Will the meeting votes be legitimate?

Yes. The Massachusetts Acts of 2020 Chapter 92 allow for this method. You can read the full detail here <https://malegislature.gov/Laws/SessionLaws/Acts/2020/Chapter92>

What do I need to do in order to attend Virtual Town Meeting?

In order to attend as a Town Meeting Member, you need to:

- Create a Zoom account (if you do not already have one with the same email provided below) at www.zoom.us
- Download the Zoom app at www.zoom.us/download
- Register through the portal at <https://forms.gle/RkngtJRbVUgmzKZD6>, or send an email from the same email address used to create the Zoom account to selectmen@holbrookmassachusetts.us containing your first and last name, address, phone number, and precinct number. After validation you will be sent registration and meeting information.

How will members be validated?

Town Meeting Members will register ahead of time for the Town Meeting on Zoom. Registration requires first and last name, address, and precinct number. The Town Clerk or Administrator will verify each member's registration and the member will receive a confirmation email with a link to the Meeting. In order to join the meeting, members must log in with their registered email address. This process prevents non-members from joining the meeting, even if they have the meeting link.

How do I register?

The Town Clerk or Administrator's email address will send a response to your request to participate email (above section) with a link to register for Town Meeting. If you have a Zoom account, you can click the link in the email to register for Town Meeting. You may again be asked for some information, including your address and precinct number. If you do not have a Zoom account, clicking the link will prompt you to create a Zoom account. Create your account with the same email you have registered with the Town. You will then be able to register for Town Meeting.

How can I attend one of the planned training/practice sessions?

You will receive an invitation from info@hcamtv.org to attend.

How will members receive meeting materials?

The Town Meeting Warrant is delivered to Town Meeting Members by mail at least two weeks before the meeting. Other materials will be available on the Town Website and at Town Hall prior to the meeting.

Why will Town Meeting members not appear on video?

Technical limitations of Zoom prevent us from showing all Town Meeting Members on video while also allowing them to vote. Showing fewer people on video also puts less strain on users' Internet connection.

I have another member of my household who is a Town Meeting Member. Can we register and participate together?

No. You must register and participate on your own device so that Town Meeting administrators can confirm your participation and your vote.

How can members of the public participate or watch the meeting?

Members of the public can watch the meeting on Cable Channels Verizon 39 or Comcast 9 live streaming on www.hcamtv.org. Members of the public who wish to participate or speak must contact the Town Clerk/Administrator in advance.

How do I...

Get technical support BEFORE the meeting?

Make sure your Zoom program has been updated to the **LATEST** version.

Email info@hcamtv.org or call HCAM at 781-767-7487

Get technical support DURING the meeting?

Call HCAM at 781-767-7487, technical support will be on hand to help with any issues.

Speak about an article?

After the moderator asks: "Is there anyone who wishes to speak to the article?" Use the Raise Hand action. This is the equivalent of approaching the microphone in a typical Town Meeting. The Moderator will recognize hands in the order in which they are raised. By Default, every Town meeting member will be muted to begin the meeting. **Traditional microphone & video button options will not be available in this meeting until you have been given permission by the Moderator, after raising your hand.** Try not to sit/stand too closely to another individual on the zoom call because there is an echo when you speak (unless one of you lowers their device volume. Reminder to **lower hand** when done speaking

Make a point of order?

Use the QA function and enter "**point of order**". The QA is monitored and your request will be relayed to the moderator.

Make a motion to amend?

Holbrook Town By-Laws requires that a Motion to amend an article (other than simple or procedural motions) must be submitted in writing. To comply with this bylaw for the purposes of the Remote Virtual Town Meeting please submit your motion(s) to amend an article at least 2 days before Town Meeting in writing to townmoderator@holbrookmassachusetts.us During the Virtual Town Meeting the Moderator will recognize you after he introduces the article you wish to amend.

Second a motion?

Use the QA function and enter "**seconded**". The QA is monitored and this will be noted by the moderator.

Vote?

Use the Poll on Zoom. The Moderator will call for a vote and a poll will display on your screen. You will have 30 seconds to vote and click the Submit button to submit your vote.