

Due to COVID-19 members of the public are welcome to remotely join the Public Meetings of Allendale Charter Township's Public Bodies.

The remote participation information can be found on the following page.

Those wishing to contact Board or committee members prior to the meeting may do so via the Township website in the **"YOUR GOVERNMENT"** SECTION:

[www.allendale-twp.org](http://www.allendale-twp.org)

There will be opportunity for public comment during the meeting. The process for remote public comment during the meeting is outlined in the following page.

Additionally, public comments may be submitted electronically prior to the meeting via the Township Website (see above).

\*Please note that electronic comments need to be submitted prior to the meeting and are not able to be received by members during the meeting.

*Allendale Township Public Meetings  
Remote Participation Instructions*

You can join remotely in two different ways.

- A. For Video and Audio: Use a Zoom App
- B. For Audio Only: Dial-In

## **Video and Audio Instructions**

At the time of the meeting use this link and/or passcode to join.

<https://zoom.us/j/99160590637?pwd=SUVqVDFxTHdFY3JDd09ISGlVd5QT09>

Passcode: aGxD76

## **Audio Only Instructions**

Callers are responsible for any charges that may apply through their phone plan.

**You can dial in using your phone.**

Dial: 1-929-205-6099

Meeting ID: 991 6059 0637

Participant ID: *Not Needed for callers.*

Passcode: 880426

**For Individuals with disabilities you can use a relay service by dialing 711 first.**

### **Dial-In Instructions:**

1. Dial into the number provided above.
2. You will be asked for a Meeting ID.
3. Enter 991 6069 0637.
4. Press # to confirm Meeting ID.
5. You will be asked for a Participant ID. (Callers do not need a Participant ID.)
6. Press # to confirm you don't have a Participant ID.
7. You will be asked to enter a passcode.
8. Enter 880426.
9. Press # to confirm passcode.

\*Once you enter the call you will be muted.

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**Public Comment:**

Please note that meetings are open to the public, but are not structured for public discussion to occur throughout the entire meeting. Instead, there are opportunities for members of the public to address the Board/committee members during specific points in the meeting.

**Public comment will be held during the times outlined in the attached agenda.**

**Below are the procedures for remote public comment.**

1. The admin for the call will unmute callers one by one.
2. When it is your turn to speak you will be notified that you have been “unmuted”
3. You will have 10 seconds to respond if you would like to speak.
  - If you confirm that you will like to speak you will be given “the floor” and a limited amount of time to speak (The time to speak will be announced by the meeting Chair).
  - If you decline to speak or do not answer, the admin will move to the next caller.
4. At the end of each public comment period, the opportunity for public comment will be closed and the Chair will move the meeting forward.

**Closing the Meeting:**

1. Closing of the meeting will proceed by motion of the body after completion of the items on the agenda. The agenda can be found in the following pages.
2. Shortly after the meeting is closed the admin will end the meeting for all participants.