Musconetcong River Management Council, June 16th 7pm Remote Meeting Instructions:

Zoom is remote meeting technology allowing both video and telephone participants to engage in a real-time meeting. However, not everyone will be joining by video conference. We must remember that some people are calling by phone, and cannot see who is speaking. Like other remote meeting formats, it is important to remember to speak one at a time and announce your name at the beginning of your statements so that others can hear what is being said and who is speaking. To ensure the public can hear, engage in, and comment on the meeting, certain procedures will be put in place to minimize the potential for disruption, just as at any in-person public meeting.

Step 1: Plan Ahead.

- Know where you are going to join the meeting, what device you will use, and try to minimize the potential for background noise that will make it difficult for you to be heard.
- If you plan on joining the meeting by video, via a computer or smartphone, go to www.zoom.us, and download the app program. This can take up to ten minutes to download and install. Do not do this at the last minute prior to joining the meeting, or you will miss part of the meeting.

Step 2: Joining the Meeting. There are two ways to join the meeting: Telephone or a Video call.

- To join by **Telephone,** use one of these numbers below. Please do not join the meeting while operating a car, as there are a number of settings that will need to be turned on and off during the meeting.
    - Dial by your location
      +1 646 558 8656 US (New York)
      +1 301 715 8592 US
      +1 346 248 7799 US
      One tap mobile
      +16465588656,,84834942449#,,1#,070164# US (New York)
      Find your local number: https://us02web.zoom.us/u/kbMkUTurxx
    - Enter the Meeting ID: Meeting ID: 848 3494 2449 and Password: 070164

- To join by **Computer or Smart Phone**:

  Join Zoom Meeting:
  https://us02web.zoom.us/j/84834942449?pwd=eUNNR05tUmNKK2JZY0tPTDhSQTNsZz09

  or by going to www.zoom.us, and selecting "join meeting" from the top menu bar. Type in the Meeting ID and password on the following screen.

  Meeting ID: 848 3494 2449
  Password: 070164

Step 3. Meeting Procedures

- The video and audio are being recorded to assist with the taking of meeting minutes.

- To facilitate public participation and to prevent offensive "zoom bombing" that would limit public participation in the meeting, a number of controls have been put in place.
- Public Participation is encouraged, and is a specific agenda item at the end of each meeting. The host will notify participants when public participation is allowed.
- River Management Council Representatives (voting members) and Advisory Members (Non-voting Members) should identify themselves by Name and Organization/Government Unit.
    - On Audio-only, say your name and organization/Government Unit when prompted.
    - For Video users, enter in your name as your Name and Organization/Government Unit, e.g. "River Meadows, Meandering Township"
- All participants will be joining as "Muted."
- Participants will not be allowed to share their computer screens, share files, or share chats with each other.
- Participants will be allowed to message the host, when using a computer or smart phone. Audio-only participants to not have this feature.
- When speaking, whether on video or audio only, please announce your name prior to making your statement.
- River Management Council Representatives and Advisory Committee Members will be unmuted to allow for discussion before each Agenda item concluded.
- For River Management Council votes, River Management Council Representatives will be unmuted.
- If the Zoom technology does not function as planned, we ask your forbearance, and that members of the public if unmuted when not a public participation period, refrain from making comment.
- If the meeting is disrupted, so that the public may not meaningful participate or that the Council is unable to conduct its business, disruptive people will be removed from the meeting and not allowed to join.

Step 4. Ending the Meeting

- The Host will end the meeting.