



Raymond NH Board & Committee meetings

The Town of Raymond will be moving from Zoom “Meetings” to Zoom “Webinars” for Public Board & Committee meetings in order to improve security and reduce the potential of “Zoom Bombing”.

Webinars have three levels of control -- Hosts, Panelists, and Attendees.

1. Hosts

- a. Set up & schedule webinars.
- b. Create Attendee information for the public invitation (web page/telephone numbers/passwords/help desk number & email).
- c. Send dedicated invitations to Board members, town staff, applicants, and specific members of the public who are speaking at a meeting to be a “Panelist”.
- d. Monitor speakers, promote attendees, assists the Chair.

2. **Panelists** are Board members/Staff/designees who can join by phone (voice only), smart phone or computer and can view attendee and panelist information in the “Participant tab”. Panelists can control their own microphone & video.

3. **Attendees** are “Members of the Public” who can join by phone (voice only), smart phone or computer. They are muted and **cannot** have video turned on.

Speaking

The Chair directs Panelists and Members of the Public to use the “raise hand button” for deliberation or during public comment.

When the Chair calls on a member of the public to speak for public comment, the Host will grant them “Allowed to talk” status giving them the power to mute and unmute themselves. It is a 2-step process. Permission is granted and the member of the public receives a prompt to unmute their microphone.

If a member of the public is calling in on a blocked caller ID number, we do NOT recommend they be allowed to speak.

Immediately after permission is given to talk, the “Host” will be prepared to disable talking for that user.

If something vulgar is said the speaker will be muted and permission to talk removed. Call screening is virtually impossible.

When given permission to talk; an Attendee’s audio can be heard but there is no video other than their name or phone number (truncated).

Promoting an Attendee to Panelist

If the board wishes to see an “Attendee”, the host can temporarily promote them to the level of “Panelist” and grant their ability to start their video.

Note: The transition from Attendee to Panelist takes the participant out of the meeting for 3-5 seconds then returns them. The same happens when they are returned to Attendee.

This would be useful for public presentations, applicants, people seeking abatements, and so forth. Or they can stay as an attendee and have their audio enabled. The person can be returned to Attendee status at any time.

Operations

The Host will enable a “test webinar” 15 minutes prior to meeting start time. **Panelists are URGED to join and get technical issues resolved so that the meeting can start on time.**

The Host will “broadcast” the webinar at meeting start time for “Attendees” to join (Listen/View only).

Both the public and panelists should be reminded by the Board Chair to use the “raise hand” feature to alert the Chair that they wish to speak.

The Chair oversees the meeting flow and who speaks. Just as in a live meeting.

The Host acts as a technical gatekeeper at the direction of the chair.

The Host will only speak when asked questions or to alert the chair of an issue.

The Webinar is carried live on RCTV Ch 22 and streamed live on raymondtv.viebit.com. It is also recorded for playback and on demand streaming.

It is HIGHLY recommended; that at a minimum; both the Board Chair and Administrator (TM) participate in these meetings with laptops or tablets so that they can see who wishes to speak during public comment. They will not be able to do so with a cell phone.

Key changes between a “Meeting” and a “Webinar”

Three levels of controls

Panelists can mute and unmute, view attendee list, etc.

Attendees are muted & can only speak when allowed to by the host

Attendees have no video or other controls...can only raise hand unless granted.

There are No “breakout rooms” for non-public session --- the board will have to leave and

join a private, password-protected zoom “meeting” for all non-public and then rejoin the webinar if necessary. As an alternate all those not participating in the “Non-public” session can be removed from the webinar.

Future Optional Function - Q&A

Q&A allowing attendees to ask questions of panelists privately via a chat window (other attendees can't see).

Panelists could answer verbally.