

Corporation of Harpers Ferry

Virtual Webinar - Information and User-Guide

Until further notice, the Corporation of Harpers Ferry governing body (Town Council) and all deliberative bodies (Boards, Commissions, Committees, Sub-Committees) will hold public meetings and/or hearings virtually, via Zoom Webinar. This platform provides for public participation during a public comment portion (when applicable and time permitting) of a given meeting and/or hearing. Alternatively, the public may elect to watch a meeting and/or hearing via YouTube video live-stream or listen by telephone.

Zoom Webinar meeting and/or hearing links, YouTube URL, and dial-in information will be publicly posted on the Town's website under the Town's Meetings and Events Calendar at <https://www.harpersferrywv.us/calendar.html>

How To Access Zoom Meetings and/or Hearings

Download the appropriate software as prompted automatically when logging into Zoom for the first time. To join, please use the desktop or smartphone application in order to maintain optimum participation functionality. If by smartphone application, download it ahead of time, and then click the publicly posted link. This link will then open the app.

For more information please refer to Zoom's support page:

<https://support.zoom.us/hc/enus/categories/200101697-Getting-Started>

Nomenclature: Permanent Panelist, Panelists and Attendees

The Town recognizes three types of Zoom Webinar participants: "Permanent Panelists," "Panelist" and "Attendees."

- **Permanent Panelists** are those who are part of the governing body and/or deliberative body who are actively engaged for the duration of the meeting/hearing. A Permanent Panelist may also include legal counsel and/or others who are invited ahead of time to participate for the duration of the meeting/hearing. A Permanent Panelist is visible on screen for the duration of the meeting/hearing.
- **Panelists** are those who have been asked by the governing body and/or deliberative body to provide a report or presentation, which will appear on the meeting/hearing agenda and whose participation is only for a segment of the meeting/hearing. A Panelist is visible on screen only when reporting or presenting. Once concluded, the Panelist will no longer be visible on the screen.
- **Attendees** are members of the public who join in "view and listen-only mode," and who are able to virtually "raise their hands" should they wish to make a live public comment. An Attendee is not visible on the screen, with comments being heard via audio only.

NOTE: Regarding Panelist

Individuals who are providing a report or presentation relating to an agenda item will initially join the meeting/hearing as an Attendee. At the appropriate time and/or for each corresponding agenda item, the meeting/hearing host/facilitator will move the individual from the role of Attendee to that of Panelist, where they will now be visible on screen. Following discussion for that agenda item, the host/facilitator will return the individual to the role of Attendee, and they will no longer be visible.

How to View Meeting/Hearing Panelist Participants on Zoom

On your Zoom screen (usually the upper right corner), you will have the option to toggle between “Speaker” and “Gallery” view. “Speaker view” shows only the active speaker. “Gallery view” reveals multiple tiles, showing all meeting/hearing participants.

How to Make a Comment on Zoom During Virtual Meetings/Hearings

Public comments will be taken only during the public comment portion (when applicable and time permitting) of the meeting/hearing as outlined on the agenda, which will be available on the Town’s website at <https://www.harpersferrywv.us/meetings.html#council>.

- **Raise Hand:** As an Attendee, you may make a public comment by using the “raise hand” feature to notify the meeting/hearing Chair that you would like to speak. If you change your mind and no longer wish to comment, remember to lower your hand. While you have the ability to virtually “raise your hand” for the duration of the webinar, you will not be acknowledged and your mic will remain muted, until such time as the Chair is ready to take public comments.

- **Public Comment Protocol:** During the public comment period, the meeting/hearing Chair will call upon Attendees with “raised hands” in a one-by-one fashion. Once an Attendee has been recognized, the host/facilitator will invite the Attendee to unmute their microphone and they will have the ability to publicly comment.
 - A speaker must state their name before beginning to comment.
 - A speaker is allowed three (3) minutes for a public meeting and five (5) minutes for a public hearing. A Chair may place restrictions on the total amount of time allotted for public comment for a given meeting/hearing.
 - Please refer to the Town’s Public Meeting and Public Hearing Policies for further procedures and guidelines.

NOTE: *For best sound quality, sit near your computer or device or use headphones with a microphone. Please ensure no background noise interrupts the webinar.*

Listen-Only Dial-In Option

While dialing in to a Zoom meeting/hearing via telephone is an option, there is no functionality to “raise your hand” in order to participate. You may submit any comments you would like placed into the record to: clerk@harpersferrywv.us one full business day before the meeting/hearing. Please include your full name and address for the record.

Dial-in information will be publicly posted on the Town’s website under the Meetings and Events Calendar at <https://www.harpersferrywv.us/calendar.html>

View Meetings/Hearings on YouTube

For those who would like to view only, virtual meetings and/or hearings will be live streamed to the Town’s YouTube channel at <https://www.youtube.com/channel/UCLwaHMxtpM50wi0cUuBowBA>, and will be available for viewing after each meeting and/or hearing has concluded.