

# Instructions for Public Comment during Municipal Meetings

Montgomery Township is holding Township Committee and Board of Health meetings using Zoom at this time. You do not need Zoom to view a meeting.

- **All viewers WITHOUT comment should watch live or on demand via the Township website's [Meeting Video page](#) or on Comcast Channel 29.**
- **ONLY residents with questions should connect to a municipal meeting via a Zoom web link or telephone number.**

## ZOOM FOR COMMENT ONLY

Everyone who links or calls via Zoom fills a participant slot; **these are limited**.

**Zoom is ONLY for use by those desiring to make public comment.**

Connecting by Zoom web link or phone # is **NOT** for watching the broadcast live (see above live broadcast methods on cable and web).

You will find the specific Zoom web link/phone # posted in advance in the meetings calendar at: <https://twp.montgomery.nj.us/calendars/meetings/> We ask you to join the meeting at its start, if possible, no matter when you plan to comment. If you plan to ask a question via web link, make sure your computer has a microphone.

## COMMENT IN ADVANCE BY EMAIL

The public may also make comment by emailing their comment or question by 3 PM on the day of the meeting to [dkukla@twp.montgomery.nj.us](mailto:dkukla@twp.montgomery.nj.us) for the Montgomery Township Committee and [jfoster@twp.montgomery.nj.us](mailto:jfoster@twp.montgomery.nj.us) for the Montgomery Township Board of Health. Your comment or question will be read and responded to during the meeting.

## ABOUT BROADCAST DELAY TIME

Those watching 'live' on Channel 29 or the Twp. website are seeing the meeting several seconds to a minute later than it is happening. This is normal. However, it is important for those who want to comment to know this.

If you would like to comment via the phone or web link, please call in or join Zoom web link at the start of the meeting and listen via your telephone or through your computer's audio/microphone. Again, if you are also trying to watch on Channel 29 or our website, you will experience a delay there. If you wait for the 'right' time to call in, based on what you hear/see being broadcast, you will miss it.

## WHAT COMMENTERS SHOULD EXPECT

All commenters connecting via Zoom phone or web link will be automatically muted, placed in a 'lobby' and then brought into the meeting at start of the meeting. When the time for public comment comes, you will be unmute for your comment or question. When your statement is completed, you will be muted again and are welcome to stay on and watch/listen for the rest of meeting (unless we are reaching our participant maximum, at which point you would be removed after your statement).

If you participant via Zoom in order to comment later on in meeting, such as during an ordinance hearing, please notify the host that you intend to do so. If you are on the Zoom web link, use the "raise hand" feature when the time arrives.

## QUESTIONS?

If you have questions about these instructions, please contact Donna Kukla at [dkukla@twplmontgomery.nj.us](mailto:dkukla@twplmontgomery.nj.us)

You may also view Zoom training tutorials at: [https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials?\\_ga=2.117249414.1438190392.1585248243-964944901.1585248243](https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials?_ga=2.117249414.1438190392.1585248243-964944901.1585248243)

