

## **West Bloomfield Township Public Library Zoom Meetings Settings and Etiquette for the Public**

- West Bloomfield limits some Zoom functionality to help protect against "Zoom Bombing."
- Hosts and co-hosts are moderators that monitor the meeting and help it run smoothly.
- Desktop sharing is disabled, except for the host.
- Chat is normally only allowed between participants and host.
- Participants enter a meeting muted, you have the ability to unmute but a host may mute you again until public comment (staying muted until public comment is the most courteous practice and cuts down on background noise which can be very disruptive).
- The Library Board Chair runs the meeting, but is not the host. There are moderators that serve as hosts.
- The Default Zoom setting for each participant is for the video to follow the speaker; if you talk or make noise the primary video will cut to you. Therefore, please keep your microphone muted until you are called upon during public comment to help avoid background noise and disruptions.
- Please raise your hand if you want to be heard when the Board President asks for public comment. State your full name before you speak. You must identify yourself before speaking during public comment. Please limit your comments to 3 minutes.