

# New Britain Township Board of Supervisors In-Person/Zoom Hybrid Meeting Procedures

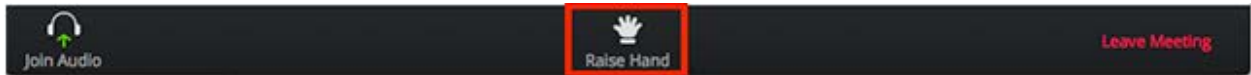
The New Britain Township Board of Supervisors is holding its annual reorganization public meeting on January 4, 2021 at 7 pm at the New Britain Township Administration Building located at 207 Park Avenue.

Due to state mandated COVID-19 indoor gathering restrictions, **in-person attendance of this meeting will be limited and admittance into the building will be granted on a first come first serve basis.** Once the indoor maximum capacity allowed by COVID-19 guidelines is reached, no additional persons will be permitted to enter the building. Because of this, at the request of the Board of Supervisors, this meeting will be live streamed via Zoom to allow virtual public participation.

To ensure that all interested parties can participate in this meeting the Township and the Board of Supervisors have put in place the following procedures:

1. **Email submissions for public comment will be accepted until 3 pm on January 4, 2021.** Emails should be sent directly to Assistant Manager, Michael Walsh at [mwalsh@newbritaintownship.org](mailto:mwalsh@newbritaintownship.org). Emails sent after 3 pm on 01/04/2021 may not be received in time for the start of the meeting. Please include the agenda item and/or public comment in the subject line to indicate what your questions/comments are intended for. If you send an email for public comment you are *not* required to attend the meeting (in-person or virtually), but you are still welcome to do so.
2. **Interested parties who would like to participate in the live stream Zoom meeting will need to request an invitation to this meeting by 3 pm on January 4, 2021.** This request should also be sent via email directly to Assistant Manager, Michael Walsh at [mwalsh@newbritaintownship.org](mailto:mwalsh@newbritaintownship.org). Requests for virtual meeting invitations that are sent after 3 pm on 01/04/2021 may not be received in time for the start of the meeting.
  - a. If you choose to participate via Zoom the following meeting procedures will be in place:

- i. **When the Chairman opens the floor for public comment you must use the “Raise Hand” function on the Zoom application/webpage to indicate to the meeting host that you would like to speak. Please wait for the host to unmute you before you begin speaking. Once the host has unmuted you, you may need to unmute the microphone from your own device as well. When you are finished you must “Lower Hand” to indicate to the host that you are finished speaking. The Chair may limit public comment to five (5) minutes per individual at his/her discretion to ensure all interested parties have an opportunity to speak. We will not be monitoring the chat feature at any point during the meeting. Please do not write your questions/comments in the meeting chat.**



- ii. **If you have public comment but prefer not to speak on camera, you must follow the email submission procedure written above. Your name, address, and comments/questions will be read aloud during the meeting. Emails will not be monitored during the meeting and must be sent ahead of time.**

We would ask that you please be patient with us while we are still new to conducting virtual public meetings. We will do our very best to host the virtual meeting in a smooth and orderly fashion and ensure that everyone has an opportunity to participate.

The agenda items that are being discussed by the Board of Supervisors can be reviewed online at <http://newbritaintownship.org/minutes.html>.

If you should have any additional questions regarding this information please contact Michael Walsh via email at [mwalsh@newbritaintownship.org](mailto:mwalsh@newbritaintownship.org).