# Electronic Public Meetings Guide

## HOW TO CONNECT

- We will be using the Zoom Meeting software for our meeting. If you do not have the Zoom software installed on your device, you will need to download the software or app (https://zoom.us/ or the appropriate app store) before you join us.
- You will need a microphone and speakers for the meeting, but you will not need a camera. If you have a headset or earbuds with a microphone, those will give you better sound quality than your device speaker and microphone (make sure you have that equipment chosen rather than your computer audio in the audio options).
- If you received a meeting invite, it has a clickable link to the meeting, as well as a call-in number to join by phone and the needed meeting ID number and password. If you did not receive a meeting invite, you will need to open Zoom and enter the meeting information noted on the meeting agenda when prompted. It is preferred that you join via computer so that you will be able to see the meeting presentation. If your computer does not have speakers and a mic, you can have the meeting open on your device to see the presentation and a secondary phone for participating the meeting audio.
- If you are joining by phone, you can dial either one of the numbers provided in the meeting invite or the agenda and enter the meeting information when prompted.
- If you are joining by both phone and computer, you will need to shut off your audio on your computer, so you don't create an echo. You can disable your computer audio when you first join the meeting – the joining screen will give you the option to join by computer audio or by phone, choose the phone option and you should be good to go. If you forget to shut off the audio before you join the meeting, go to the microphone icon on your control bar and it will have a setting to disable the audio. If you join by phone, you will not be identified other than a phone number, so staff will be asking for your name and what item you are joining for if you join by phone.
- Once you click your audio choice, you will be able to test your audio before you join the meeting:
- When you join the meeting, you may be placed in a waiting room. Staff will be notified that you have arrived, and they will admit you into the meeting. You will be muted at first and staff will unmute you when you enter the meeting and may ask what item you are interested in.

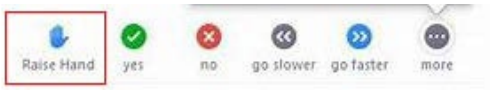
DURING THE MEETING

- We will have a PowerPoint presentation that includes the exhibits for the specific projects being discussed. In order to see who is in the meeting while there is a presentation running, you can open up the participants box (chose the icon just to the left of Share Screen on your tool bar) to see who is in the meeting.

  You will also find the icons for non – verbal meeting feedback (i.e. raise your hand) on the bottom of the participants box.

  If you have the meeting display on Full Screen, some or all of the Participants box may be hidden. In the top right corner of the display, there is a button that will say "Exit Full Screen". Choose that and the meeting display will shrink and you can move it to the side so you have room to show the Participant box and the Chat box off to the side of the main display.

- We ask that our guests mute themselves to keep the background noise to a minimum, so you will need to raise your hand to present or ask a question. When you are muted and would like to participate in a discussion, please use the "raise hand" icon at the bottom of the participants box:

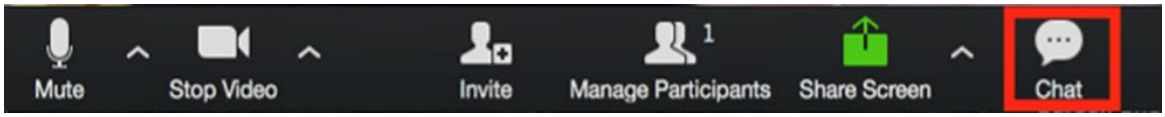



  A raised hand icon will appear next to your name and you can unmute when the chair asks for your comments. Staff will help monitor the participants list and raise awareness that someone would like to speak.

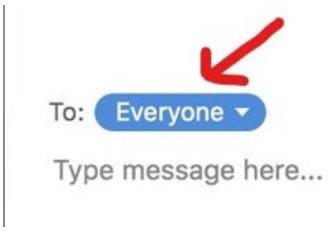
  If you are joining by phone, press *9 to raise/lower your hand and press *6 to mute/unmute yourself.

- We will be taking minutes of the meeting and it's sometimes difficult to know who's speaking during a web meeting. Each time you speak, please introduce yourself first and then share your thought.

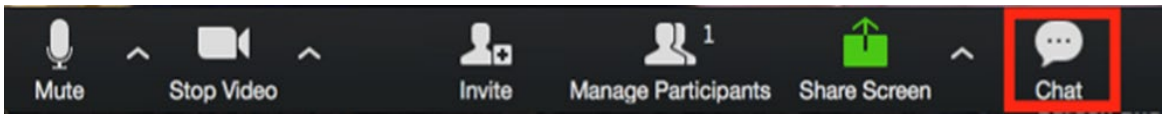
- If you are having trouble joining or rejoining the meeting, please call 515-273-0632 for assistance. If you are having trouble while you are in the meeting you can use the chat feature to let us know:



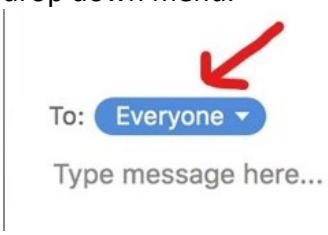

Make sure to choose Jennifer Canaday or Linda Schemmel in the chat box drop down menu next to the “To:” rather than "everyone"



- You can use the chat feature while you are muted to share your thoughts without raising your hand. Choose the chat icon on the tool bar and a chat window will pop up.




If your comments are for a specific person, you can choose their name in the chat box drop down menu next to the "To:", if the comment is for everyone in the meeting, choose "Everyone" in the drop down menu.




- Only Board of Adjustment and Plan and Zoning Commissioners should vote on action items by using the tools in the participants box:

If a Board or Commission member is joining only by phone, they will be asked to indicate their vote by voice as they will not have access to the voting buttons.

Once the meeting Chair calls for a vote, the members will choose their vote by selecting the yes or no button. The vote will show up next to the member's name in the participant box. When the voting is complete, the vote will be announced for the record and staff will clear the votes.