

## **VILLAGE OF FORSYTH ZOOM MEETING POLICY**

### **OBJECTIVES**

The Village of Forsyth Zoom Meeting Policy is intended:

1. To allow citizens of the Village access to hearing the Village Board Meetings if they are not able to attend in person.
2. To provide greater transparency in local government.

### **POLICIES AND PROCEDURES**

1. The Village shall utilize Zoom services to provide audio access contemporaneously with Village Board meetings on equipment owned and controlled by the Board. The Village will not provide video access via Zoom.
2. The Village shall post the dial-in number and/or website link to access the Zoom Meeting on its meeting agendas.
3. All participants in the Zoom meeting will be placed on mute and in no circumstances will said Zoom attendees be permitted to comment via Zoom.
4. The Zoom meeting shall be stopped upon a vote of the Village Board to move into executive session pursuant to the Open Meetings Act and shall not be restarted until said executive session is adjourned, and in such cases, only if there is further business to conduct in open session.
5. No recordings of the Zoom meeting shall be kept.
6. Zoom is not a substitute for attendance at the Village Board meeting, and those listening to the meeting shall have no right to participate in the Village Board meeting.
7. The Village shall have the absolute right to continue with a meeting regardless of whether the Zoom meeting is operational.
8. Zoom meetings are an optional service being provided by the Village and can be terminated, in the Village's sole discretion, at any time and without any further notice.