



Borough of Mechanicsburg

"A Good Place to Live"

Mechanicsburg Borough Online Council Meetings Procedures and Rules.

Due to the current State of Emergency at this time the Borough Council of Mechanicsburg has elected to hold their meeting via the internet and open them to the public. They will also be posting them to the Borough's webpage and YouTube Channel.

We are going to do everything we can to maintain the security and timeliness of these meetings, therefore if you would like to attend one of these meetings there are a few things we would ask that you do beforehand.

The Borough will place the agenda for the upcoming meeting on the Website for download or review. If, after review of the agenda, you would like to attend the meeting contact Manager Ciecierski, via email (rciecierski@mechanicsburgborough.org) for an invitation to the meeting. The email message requesting the invite will need to include your name and address. You will receive a return message with the link to the meeting, the date and time of the meeting and the registration instruction.

Please bear in mind these meetings (video and audio) will be recorded and uploaded to the Borough's YouTube Channel for viewing at a later date. The written minutes that the Secretary/Borough Manager submits to the Council for approval will be the official record of the Meetings. The video recording will NOT be the official record.

The Public is encouraged to participate in these meeting and the Agenda will have at least one appointed time for public comment. This time can be used for comments about items on the agenda or topics that you would like to see Council address at a future meeting.

Below are the rules to the meeting and the step by step instruction to access the meetings via the internet.

Thank you,
Gary B. Weber
Council President
Borough of Mechanicsburg



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Remote Council Meeting Rules

- (1) These meeting will be open to the Public via advanced notice on the Borough Webpage with a link provided.
- (2) The Agenda for a meeting will be posted to the Website in advance of the meeting for the public to download.
- (3) The Official record of the meeting will be the written minutes that must be submitted to Council for approval. The recording of the meeting will not be the official record of the meeting.
- (4) During the meeting the Council and staff will be the only live microphones.
- (5) The Public Microphones will be unmuted to make comments during the Public Comment sections of the meeting on an individual basis, this will be so that the comments can be clearly heard by all.
- (6) The Public can use the 'raise your hand' feature of the software and their microphone will be unmuted for them to comment.
- (7) Members of the Public must state their name and address before proceeding with their comment.
- (8) If a commenter would like to have their comment in the minutes unabridged it must be submitted to the Borough Office in writing.
- (9) While every attempt will be made to limit executive sessions of Council the need may arise that adjournment to an executive session will be necessary. At that time the host will remove the public and any staff not involved, from the meeting and stop the recording and lock the meeting to entry. If there is action to be taken after the executive session and at the Council President's direction the host will unlock the meeting and begin recording again.
- (10) A record of the public logins will be attached to the minutes as an attendance sheet
- (11) At the adjournment of the meeting the video shall be compiled and added to the YouTube Channel under the Borough of Mechanicsburg
- (12) During this crisis the guest portion of the agenda shall be suspended.
- (13) Comments received, via non- or electronic means shall be read into the minutes under the Correspondence portion of the agenda.



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Instruction for logging onto a meeting:

Joining Zoom meeting on Windows or Mac

You need to have the Zoom client on your PC or Mac.

You can download the latest version here: <https://zoom.us/support/download>

The Meeting invitation will have a meeting link.

Click the link.

It will launch Zoom.

You will be prompted to register for the meeting if you did not do so before the meeting. This will require a username and password. This will be the one you registered with Zoom.

You will be directed to a waiting room; the meeting host will admit you when the meeting starts.

If you are on a tablet or phone

Download the Zoom App for your device. You can get to the app

From; <https://zoom.us/support/download>

Be sure you only get the approved app from your devices' app store.

The Meeting will have an invite link.

Click the link.

It will launch Zoom.

You will be prompted to register for the meeting if you did not do so before the meeting. This will require a username and password. This will be the one you registered with Zoom.

You will be directed to a waiting room; the meeting host will admit you when the meeting starts.

To connect from a mobile phone for audio only

If you have a smart phone, use the one tap mobile link.

You will be directed to a waiting room; the meeting host will admit you when the meeting starts.

You will not be notified when you are admitted to the meeting, only begin to hear the audio of the meeting.

If you are calling in from a land line, use the New York number and password.

You will be directed to a waiting room; the meeting host will admit you when the meeting starts.

You will not be notified when you are admitted to the meeting, only begin to hear the audio of the meeting.

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www.mechanicsburgborough.org