

**DORR TOWNSHIP PLANNING COMMISSION
NOTICE OF ELECTRONIC MEETING**

Please take notice that the Dorr Township Planning Commission will hold a regular meeting at **7:00 p.m.**, on **Tuesday, January 19, 2021** by convening the Board through remote electronic access as provided in this Notice. Proceedings conducted at this meeting are being conducted pursuant to the provisions of the Michigan Open Meetings Act as amended by PA 228 of 2020 allowing for remote electronic participation.

1. Individuals are encouraged to actively participate in the meeting through electronic participation using Ring Central, including providing public comment, through online electronic conferencing and telephone. To download Ring Central, go to the following link:
https://www.ringcentral.com/online meetings/ringcentralmeetings.html?BMID=DESKTOP_APP&pid=41520

2. After downloading and launching Ring Central, you may join the meeting using the link or telephone numbers below. **If you have trouble joining electronically you are also able to participate by phone by calling the number below.**

3. HOW TO PARTICIPATE:

a. It is recommended that all individuals participate electronically. Participants can access the electronic meeting through the following link: <https://meetings.ringcentral.com/j/1487058231>

- The Meeting ID is **148 705 8231**
- There is no password required to participate

- If needed, participants can access the meeting via telephone by calling:
(773)231-9226 or (470)869-2200

- The Meeting ID is **148 705 8231**

4. Further information and materials related to this meeting can be found on the Township's website at www.dorrtownship.org.

5. Persons with disabilities needing accommodations for effective participation in the meeting should contact the Township Clerk at 616-681-9874, extension 102, at least 4 days in advance of the meeting to request assistance.

6. Please test your meeting software prior to the meeting. If you are unable to access the software due to technical difficulties, please call Lori Castello, Hopkins Township Zoning Administrator, at 616-888-6156 at least 2 hours prior to the scheduled meeting. Every effort will be made to ensure participation in the meeting.

7. Rules for electronic participation:

- a. Planning Commission Members are asked to identify themselves by name prior to speaking.
- b. Members of the public are asked to mute themselves (or the moderator may mute you) until such time Public Comment is called for by the Supervisor.
- c. The Chairman may call upon participating members of the public to provide additional information regarding any matter prior to opening Public Comment.
- d. The Chairman will call on participating members of the public during Public Comment by the name on your screen or your phone number if calling in. Chairman may seek assistance from the moderator to ensure all interested parties are able to participate when appropriate.
- e. Please keep all microphones/audio muted when you are not intentionally speaking to allow for less interruption.
- f. If you would like to speak as a member of the public, please either raise your hand electronically by using the 'raise hand' feature on the app, or if you have video, raise your hand in your screen.
- g. Participants connected by phone only will be called upon to speak during public comment periods.
- h. All votes shall be taken by roll call to ensure all participants are able to recognize who is voting. The Secretary should tally each vote and follow a vote by speaking the total for and against, and whether the motion passes or fails.