



## ELECTRONIC BOARD MEETING PROCEDURES DURING STAY HOME, STAY SAFE EXECUTIVE ORDER PERIOD

### Why is the CMHPSM Board of Directors Meeting Electronically

The CMHPSM is conducting our regional board meetings electronically to allow Board members, CMHPSM staff and the general public to attend from the safety of their own homes. Beginning with the April 8, 2020 meeting the CMHPSM will be utilizing a phone and web-based conference line option. There is the potential that the CMHPSM Board will continue to meet remotely after April 15, 2020 if Stay Home, Stay Safe executive order [2020-21](#) is extended.

### Open Meetings

The CMHPSM is meeting the conditions identified within Executive Order [2020-15](#) when meeting electronically.

1. The electronic Board of Directors meeting will be open to the public through Zoom web conferencing software.
2. The Zoom web conferencing software allows two way communication (i.e. members of the public body can hear each other and the members of the public can hear the members of the public body, and each other, and the public body can hear all of the public during the public comment portion of the meeting.)
3. All persons wanting to participate will have access to the Regional Board meetings through the Zoom web conference software.
4. The Zoom meeting telephone, Meeting ID code and weblink for each meeting will be posted on the CMHPSM website homepage under CMHPSM news [www.cmhpsm.org](http://www.cmhpsm.org), as well as on [www.cmhpsm.org/boardinformation](http://www.cmhpsm.org/boardinformation) , published on each meeting agenda, and updated within this document.
5. CMHPSM Board informational meeting materials will be displayed on the Zoom web conference.
6. CMHPSM Board meeting agendas and informational materials will be posted on the CMHPSM at [www.cmhpsm.org/boardinformation](http://www.cmhpsm.org/boardinformation) and sent out by email through our typical packet distribution list.
7. Whenever a Board action item is voted on the CMHPSM will attempt a roll call vote while meeting electronically to meet recommendations within Executive Order 2020-15.
8. It is not required that individuals from the general public attending the Regional Board meeting through the Zoom web conference meeting identify themselves. Individuals may remain anonymous and do not need to register their name, number or other identifying information.
9. Members of the general public will be provided the opportunity to participate electronically at the same level allocated for at our in-person Board meetings, five minutes per participant during the audience participation agenda section.

10. Persons with disabilities may contact the CMHPSM at [help@cmhpsm.org](mailto:help@cmhpsm.org) or at 734-344-6079 for further assistance.
11. The CMHPSM will continue to update <http://www.cmhpsm.org/boardinformation> with information related to any future electronic meetings.

## April 8, 2020 Electronic Meeting Information (Added April 2, 2020)

To call in to this meeting remotely:

**Dial-in Number Options:**

1-312-626-6799

1-646 876-9923

1-346-248-7799

**Meeting ID: 443 799 086**

To view the meeting materials in real time and listen from your computer, please click below:

<https://zoom.us/j/443799086>

Please direct any questions or concerns to Stephannie Weary at 734-660-8811.

## Quick Zoom User Guide



If you are choosing to join as an audio only participant simply dial any of the Zoom phone number options. After you are prompted for your meeting ID, enter the Meeting ID associated with the meeting you wish to attend and then press #. Press # one more time to join the meeting.

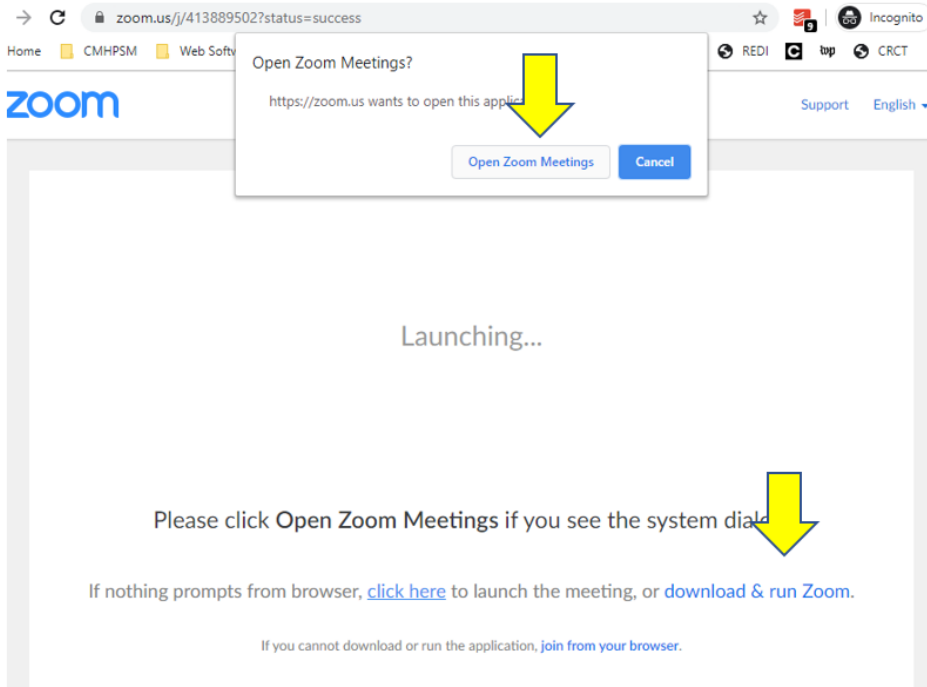
You will be placed in to the meeting, we ask that individuals mute themselves until speaking to keep background noise to the minimum.



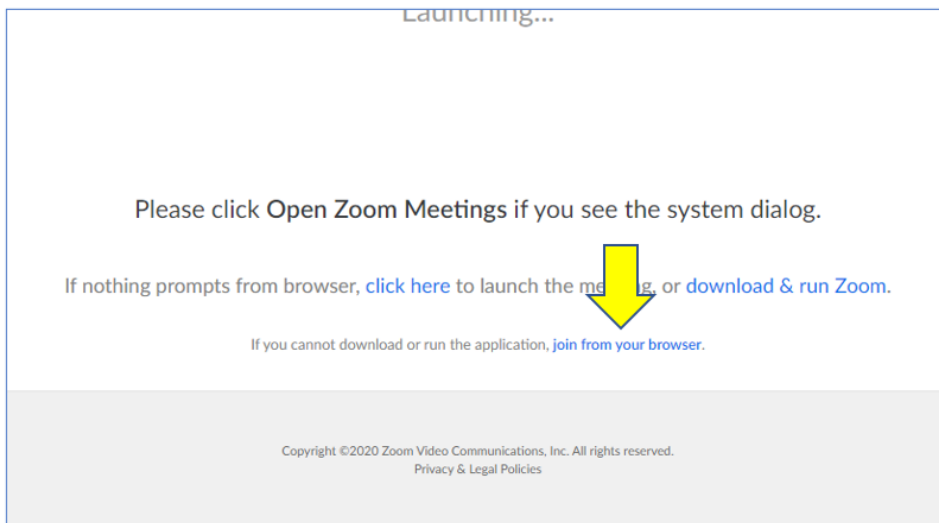
To join the CMHPSM Regional Board meetings through your computer to both see and hear the materials being presented follow the Zoom web link associated with the meeting you'd like to attend.

After following the Zoom meeting link you should see the following screen or something similar based on your computer's browser:

Select Open Zoom Meetings if you have attended a Zoom meeting before on your computer or Download and Run Zoom.



If neither of those options work select "join from your browser":



We ask that Board Members identify themselves by entering their name when prompted (if joining by the web version). Members of the general public are not required to enter their name or any identifying information.

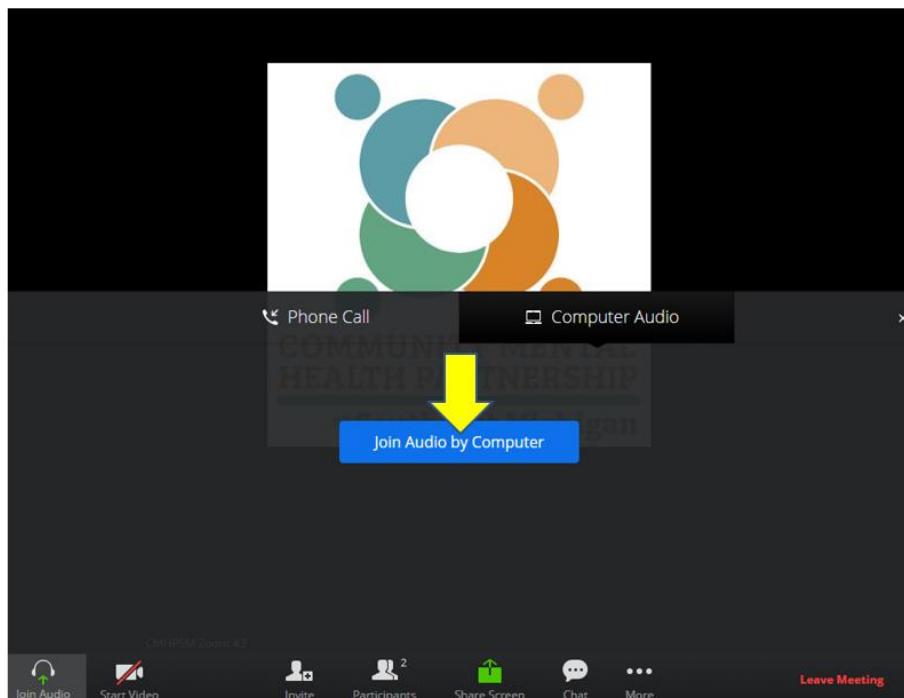
Please enter your name to join the meeting

Your Name

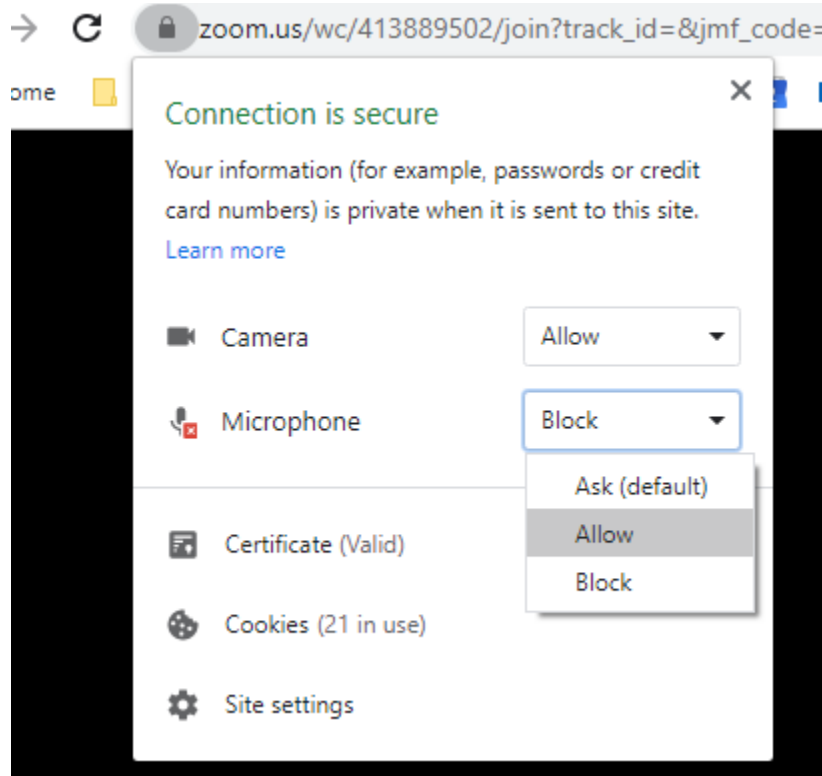
  

After joining by the web there are two audio options: Phone Call or Computer Audio

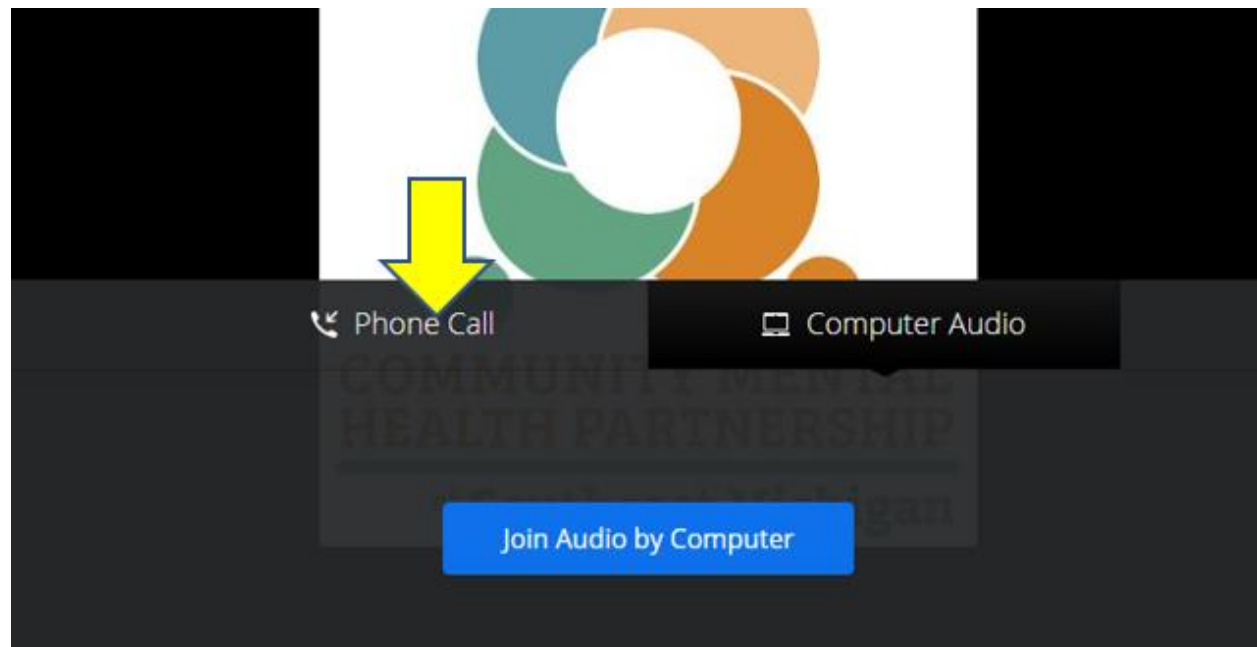
If your computer is equipped with a microphone and speakers you can select “Join Audio by Computer”



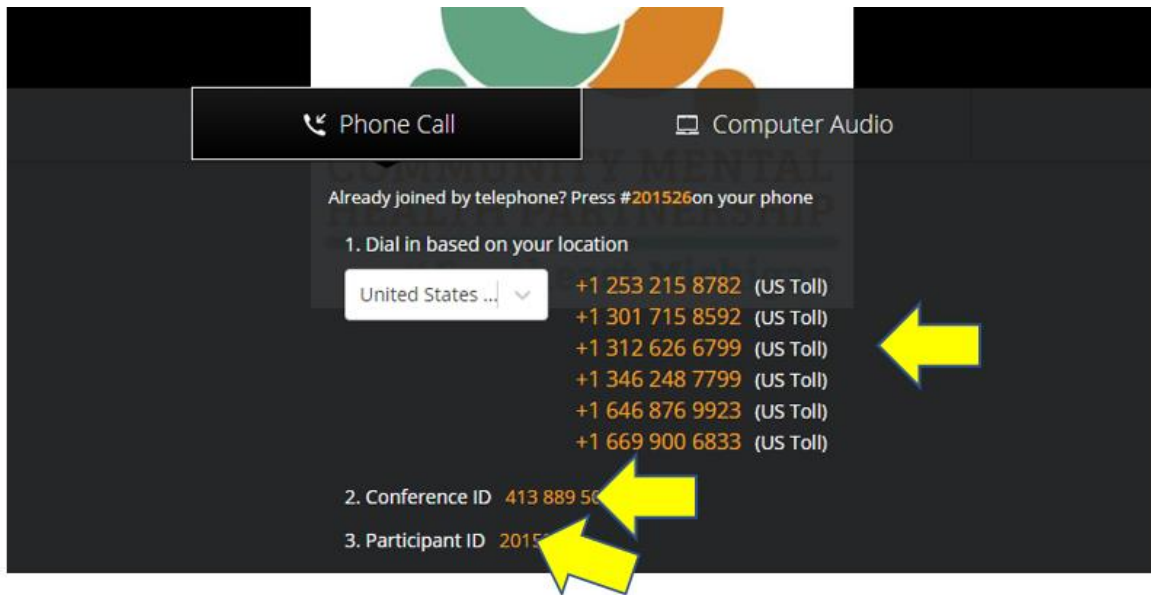
The website will ask for permission to use your computer’s microphone, to participate audibly during the meeting you will need to “allow” this. If you don’t want to allow this or are having difficulty enabling audio please proceed to the Phone Call option below. You will still be able to follow the visual presentation on the web, your audio will just be routed through your phone.



If you are unsure of your computer’s capabilities or prefer to join the audio through a Phone Call select “Phone Call”



And then dial any of the Zoom telephone numbers, the Meeting/Conference ID code that is displayed within the software and the participant ID displayed within the software. Do not use the numbers below, these are example ID numbers.



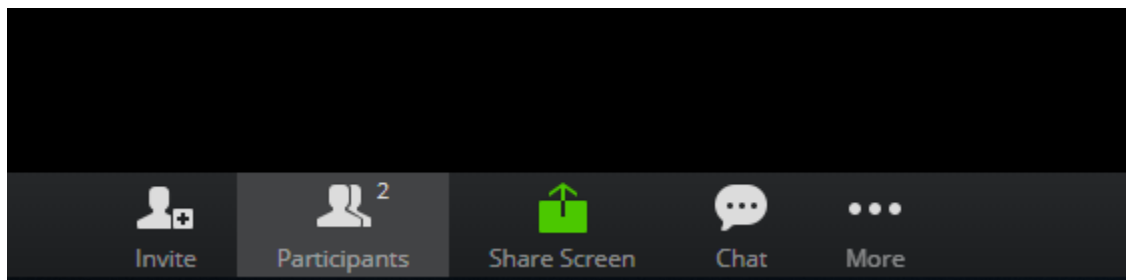
Individuals should be able to participate by following the instructions above. If you have any difficulties please contact Stephannie Weary at 734-660-8811.

## Advanced Zoom Options

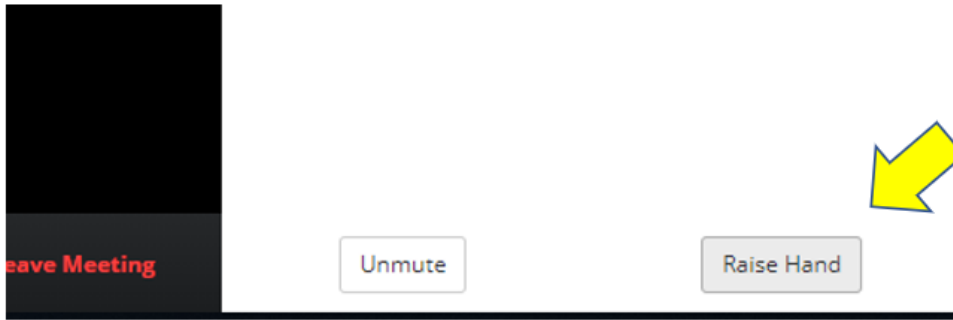
### Raising Your Hand

We will attempt to leave ample time for responses so individual Board members may join the discussion. There is also a function that we will monitor to help the Board Chair manage discussion.

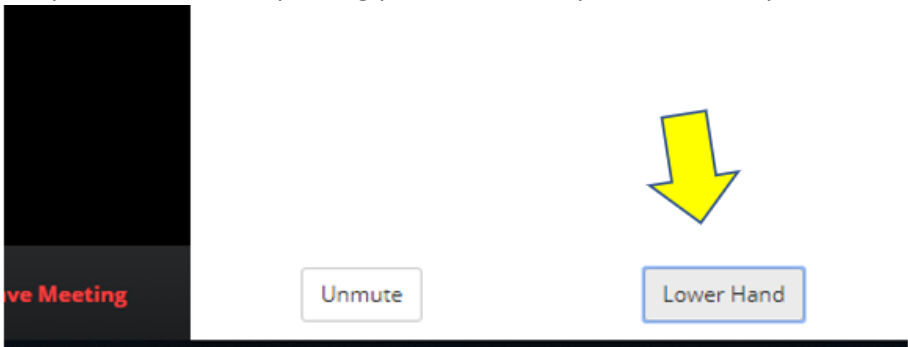
By choosing the participants button at the bottom of your Zoom meeting:



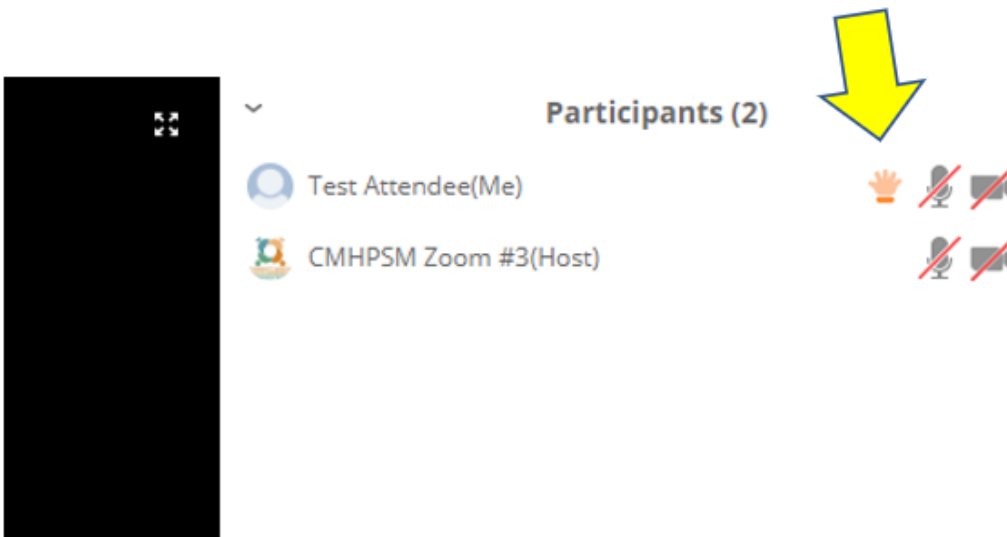
You will see a button on the lower right “Raise Hand”, please click that button and staff will alert the Board chair to your interest in speaking.



After you have finished speaking you can “lower” your hand until you would like to be called on again.



The participants window will identify everyone that is in the meeting, the small hand icon indicates an individual is requesting to speak.



Members of the general public may use the raise hand button during the audience participation agenda item time but are not required to do so, individuals can just speak up and begin sharing their comment for up to five minutes during the audience participation time.

## Chat

There are options to Chat during the meeting. Any individual on the call may utilize this function, all chat messages are public and will be visible to everyone on the call. If you have a question or are having technical difficulties with your audio a chat message could be used to send an alert to that issue. CMHPSM staff will monitor chat messages during the meeting for technical requests or questions. Members of the general public may have the chat function disabled outside of the Audience Participation time.

