

## Remote Planning Board Public Meeting Procedures via Zoom Webinar

Welcome to the Westwood Planning Board meeting! The Chair will call the meeting to order with a roll call vote. All meetings are video recorded by Westwood Media Center, if anyone else wishes to record the meeting please identify yourself by raising your hand and filmed live on Westwood Media Center's YouTube channel, Comcast channel 12, and Verizon channel 42. As a friendly reminder, please turn off your cell phone ringers and remain on mute while not speaking to assist with clear audio. The meeting will be civil and all people will be treated respectfully. The format of the meeting will be the Chair will announce the agenda item and Applicant will introduce themselves and team members. The applicant will present to the Board, the Board will proceed to staff comments, and the Board will discuss and may ask questions of the applicant. The Chair will then seek public comments. For public hearing items, the public will be given an opportunity to comment and ask questions, by asking participants to 'raise hand' in the Zoom and waiting to be unmute. In Zoom you may use the raise hand feature or by pressing \*9 if dialing in by phone, or may put a question in the Q&A that the Chair will read. Items that are not a public hearing, the opportunity for public comment will be at the discretion of the Board and it is recommended to place your question in the Q&A for the Chair to read. When it is time for the public comment period, the Chair will ask everyone to please identify yourself by stating your name and address. Please direct all comments and questions through the Chair. All votes will be taken by roll call vote. All people will be given the opportunity to speak or ask questions for public hearing items, but in the interest of time and fairness, personal, repetitive or off-topic comments may be cut short. In the event of a disruption, the host will mute the individual and a warning given. If it occurs again the individual will be removed from the meeting.

Introduce Board Members & Staff (Wave)

### Format Outline for each Agenda Item:

1. Chair announces agenda item.
2. Chair invites applicant to present application.
3. Chair will seek comments from Town Staff and Board's consultants.
4. Chair asks if any board members have questions for the applicant.
5. Chair will seek comments and questions from the public and repeat instructions to direct through the Chair and remarks should be respectful and not personalized. Option to speak or type in Q&A.
6. Chair will provide opportunity for applicant to respond to any questions or give closing remarks.
7. Chair will ask Board members for any further discussion on matter.
8. Chair will entertain a motion on the application.
9. Chair will ask for any further discussion.
10. Chair will entertain second on the motion on the application and take roll call vote.
11. Chair will entertain a motion and second, to continue or close the public hearing on roll call vote.
12. Chair will repeat result of the vote (who made the motion, seconded, and vote results).
13. Repeat steps 1-12 until all agenda items completed.

Thank you for coming to our meeting!

Westwood Planning Board

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