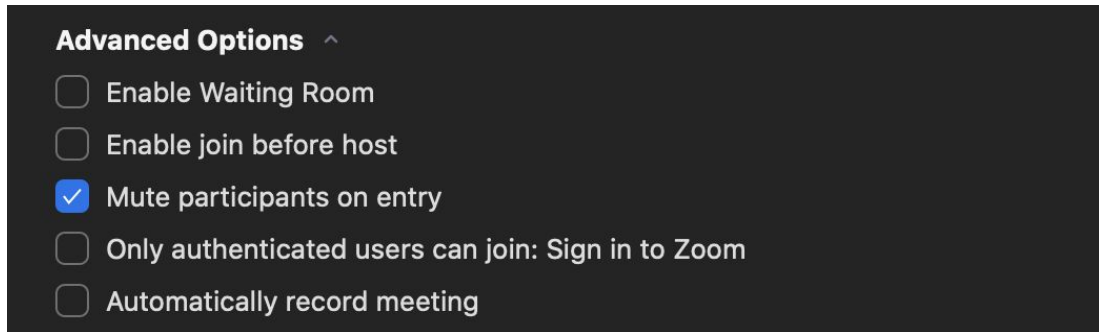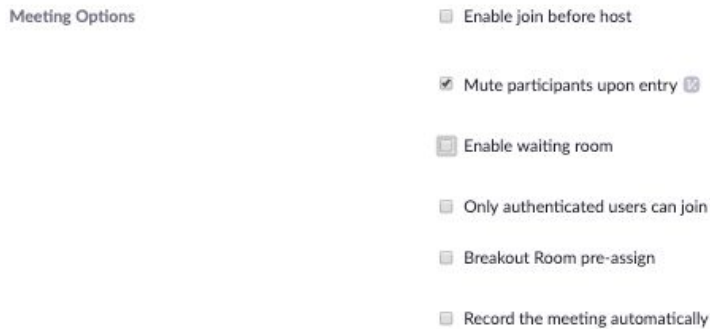## City of Medford Zoom Protocol/Checklist for Public Meetings

When creating a meeting through a web browser on Zoom or the Zoom Desktop app, you will need to ensure:

1. Participants are muted upon entry and are set to audio access only.
   a. To mute upon entry, there should be a checkbox under Meeting Options (web browser) or Advanced Options (Desktop app).


   b. To set audio access only, you need to select 'Off' under the 'Video' option for 'Participants'
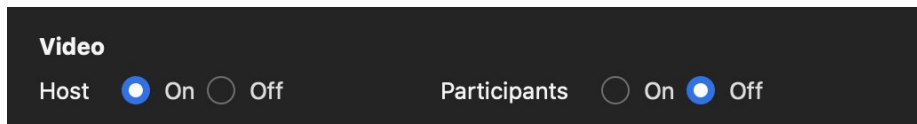

When you have started the meeting, you will need to ensure:
1. You have all City staff, Board Members, City Councilors, etc. log on 10 minutes prior to the start of the meeting so that you can:
    a. Assign Co-Host capabilities to other City Staff, Board Members, City Council, etc. only.
        i. This is done by selecting 'Manage Participants' on your screen and one-by-one, clicking each participant and selecting 'Make Co-Host'
    b. Rename all City staff, Board members, City Council, etc. so that their roles in the meeting are apparent.
        i. Hosts can rename themselves/you are able to rename them through the 'Manage Participants' option.
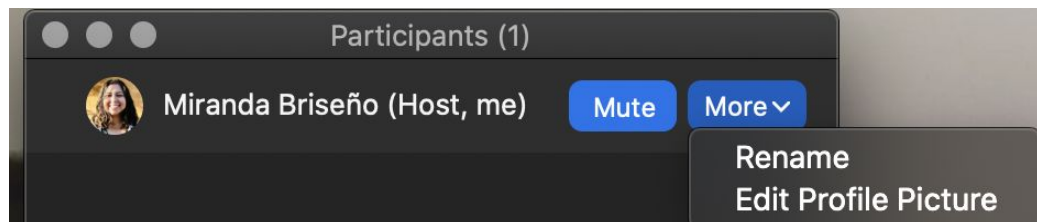

2. Participants are not able to unmute themselves.
    a. Do this before the official start time of the meeting. By selecting 'Manage Participants' and then clicking the 'More' option, you should see a dropdown menu which lets you select/deselect 'Allow Participants to Unmute Themselves'
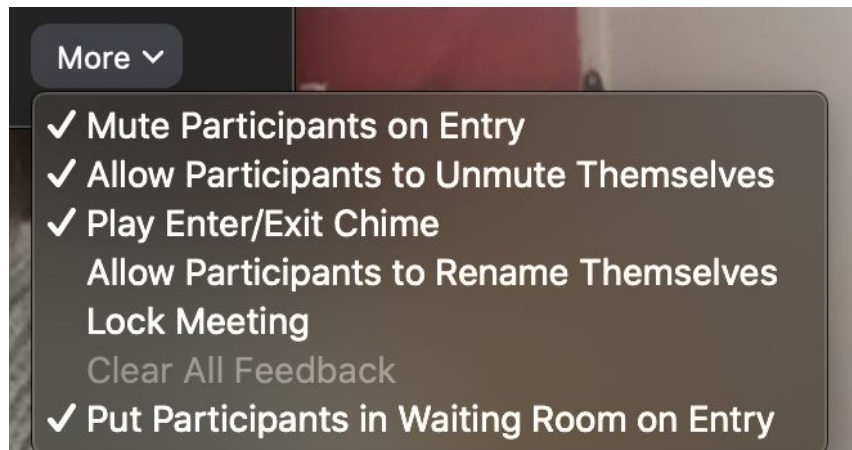
3. Participants cannot share their screens, only Hosts can.
    a. Next to your 'Share Screen' option should be an arrow for a menu. Under that menu, you should select 'Advanced Sharing Options'.
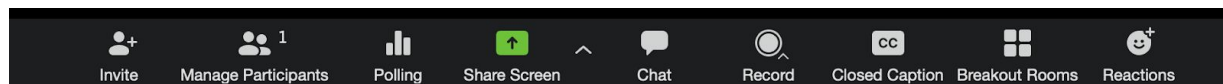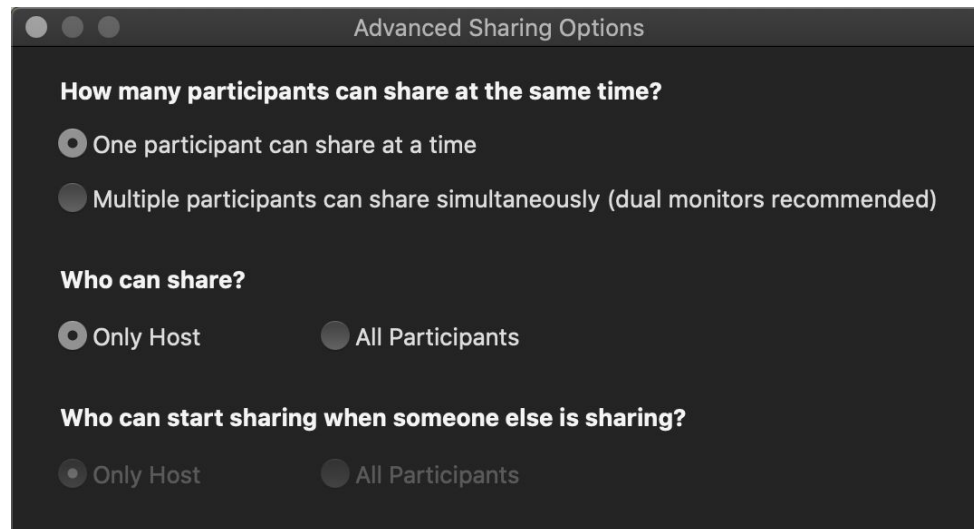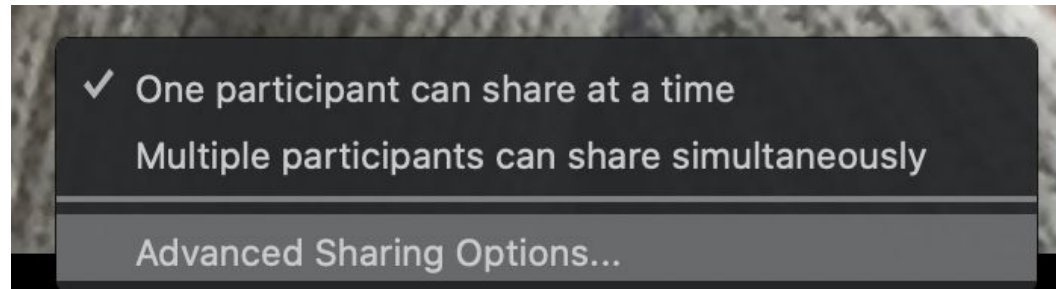
4. For meetings that will have members of the public presenting (Community Development Board, Zoning Board of Appeals, etc.), you may assign Co-Host capabilities for the duration of their presentation, only.

Other things to ensure and general best practices:
1. You have a staff member assigned to moderate the participants who enter the meeting.
2. Staff, Board Members, etc. should turn off their videos if they leave the room, need to eat, etc.
3. Meetings should be recorded.