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## Public Meeting Comments during live streaming Council Meeting

Per the Rules of Council, revised on February 10, 2020, there are two ways individuals can participate in a Public Meeting: through Public Comment or through a topic listed on the agenda.

As with in person Public Meetings, persons or groups wishing to address Council or any committee must contact the Village Administrator before 12:00 noon on the Thursday immediately preceding the Monday on which the meeting is to be held in order to be placed on the agenda.

For in person Public Meetings, persons or groups in attendance at a meeting wishing to speak on a topic listed on the agenda will be called upon at the discretion of the Mayor.

Due to the format of remote virtual meetings live streamed to Facebook, a clear procedure for “calling upon” person or groups who wish to speak on a topic is recommended

If you would like to address a topic listed on the agenda, please follow these directions:

1. Posts that begin with "COMMENT TO COUNCIL:" in all caps will be sent to the Mayor, via the chat feature in Zoom, at the appropriate time. Posts that do not begin with this phrase will not be sent to the Mayor.
2. Posts must also include full name and address (which is the procedure for in person meetings).
3. Comments to council will be read verbatim. Inappropriate words will not be read.
4. All comments posted to the event become part of the meeting record, whether they are comments to be read to the Village Council or not.

If the public wishes to speak on another topic, they are welcome to reach out to the Village Administrator directly. This is also standard procedure during in person Public Meetings.

## Public Hearing Comments during live streaming Council Meeting

At this time, the Village of Swanton will accept written public comment as an alternative of in-person participation. Written public comments can be e-mailed to Village Administrator Rosanna Hoelzle at [admin@villageofswantonohio.us](mailto:admin@villageofswantonohio.us), or dropped off at the Municipal Building at 219 Chestnut. Public Comment received by 2 PM on the date of the Public Hearing will be provided to the Village Council in advance of the meeting and will become a part of the permanent record of the meetings. If e-mailing, please note "Public Comment" and the meeting date in the Subject field.

During an in person Public Hearing the process is the same as follows, except it will be done virtually through comments instead of in person. Only comments/questions related to the Public Hearing will be addressed in the Facebook comments when lived streamed. The Mayor will first acknowledge applicant, or representative, to speak on behalf of application. The Mayor will next acknowledge those who wish to speak in support of application. This is when those in support should comment on the Facebook Live stream. After all those have been heard, the Mayor will then acknowledge those who wish to speak in opposition of application. At this time those in opposition should comment on the Facebook Live stream. All these comments will become part of the public record.

If there are questions about a different topic please submit to the Village Administrator directly.

*Approved by Village Council July 20, 2020*