

Public Commenting Policy for Electronic / Remote Public Meetings

The following is an explanation of the procedures and requirements for making public comment during a remote public meeting as required by N.J.A.C. 5:391.4(h).

Please keep yourself muted until the meeting moderator requests that you unmute yourself. The Borough reserves the right to mute or remove disruptive meeting participants after an initial warning. Disruptive conduct includes sustained inappropriate behaviors such as, but not necessarily limited to, shouting, interruption, and use of profanity.

If you wish to make a comment during remote public meeting, there are two ways to do so: in writing and during the meeting.

Comments from members of the public will be accepted in writing. Written comments must be no more than 450 words and must include your name and address. The Borough reserves the right not to accept written public comments if the commenter does not include such identifying information. Such comments will be read into the record at the appropriate time and made part of the minutes. However, please be advised that the Borough reserves the right to summarize duplicative comments consistent with N.J.A.C. 5:391.4(f). Comments can be emailed by 3:00 p.m. the day of the meeting to: **PublicComment@historicflemington.com**. Written comments may also be submitted via mail or dropped off at the municipal building by such day and time.

If you are utilizing a computer to participate, click the **“Raise Hand” button** on the bottom of the screen. If you are dialing in tonight on your phone, to avoid having your phone number displayed on the screen, first dial *67, then the meeting phone number followed by the meeting identification number. Your phone number will not be displayed. To **“raise your hand” dial *9** to be placed in the queue. When called on, the system will ask you to confirm being un-muted to proceed. **Press *6 to unmute** yourself. This will place you in a queue that the moderator can see for when it’s time to take public comments. People are sorted in the order they raised their hands. When the moderator calls on you, a message will pop-up asking if you want to unmute yourself. If you choose to move forward and place a public comment or question on the record, choose to unmute, if you have changed your mind then choose deny. Please state your name and address before beginning your comment. Please make sure there is no background noise such as the TV on, music or loud chatter.

As always, comments are limited to three minutes per person, for a total of thirty minutes per session, and there will be two comment sessions during the meeting.