

**CITY OF BIRMINGHAM**  
**NOTICE OF VIRTUAL MEETING**  
**BOARD OF ETHICS**

**NOTICE DATE:** November 17, 2020  
**MEETING DATE/TIME:** November 20, 2020 1:00 p.m.  
**MEETING PLACE:** Virtual Meeting

**PLEASE TAKE NOTICE** that the Board of Ethics meeting for the City of Birmingham will be conducted virtually (online and/or by phone), due to health concerns surrounding Coronavirus/COVID-19, under Public Act 228 of 2020.

**City of Birmingham Board of Ethics Meeting Invitation**

Topic: Board of Ethics - City of Birmingham

Time: November 20, 2020 1:00 p.m. Eastern Time (US and Canada)

Join Zoom Meeting: <https://zoom.us/j/99656852194>

Meeting ID: **996 5685 2194**

One tap mobile

+19292056099,,99656852194# US (New York)

+13017158592,,99656852194# US (Germantown)

Dial by your location

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

877 853 5247 US Toll-free

888 788 0099 US Toll-free

Meeting ID: **996 5685 2194**

Find your local number: <https://zoom.us/j/99656852194>

The agenda, agenda packet, and detailed instructions for viewing and participating in the meeting will be posted on the City of Birmingham’s website by visiting: [www.bhamgov.org/commissionagendas](http://www.bhamgov.org/commissionagendas)

Public comment will be handled by the virtual “raise hand” method as controlled by the participant. See instructions as posted on the City of Birmingham website: [www.bhamgov.org/participate](http://www.bhamgov.org/participate)

NOTICE: Individuals requiring accommodations, such as mobility, visual, hearing, interpreter or other assistance, for effective participation in this meeting should contact the City Clerk's Office at (248) 530-1880 (voice), or (248) 644-5115 (TDD) at least one day in advance to request mobility, visual, hearing or other assistance.

*Las personas que requieren alojamiento, tales como servicios de interpretación, la participación efectiva en esta reunión deben ponerse en contacto con la Oficina del Secretario Municipal al [\(248\) 530-1880](tel:2485301880) por lo menos el día antes de la reunión pública. (Title VI of the Civil Rights Act of 1964).*

Real time closed captioning can be viewed live when watching the meeting from the City of Birmingham’s Vimeo channel: [www.bhamgov.org/watch](http://www.bhamgov.org/watch) or the Birmingham Area Municipal Access local government cable channel. If participating in the meeting through the Zoom platform the user must select “view subtitles” in order to see the captions.

## Public Meetings on Zoom

*Instructions for Public Viewers & Participants*

- Members of the public will be able to view the meeting live on the BACB (Birmingham Area Cable Board) – BAMA (Birmingham Area Municipal Access) television channel or the BACB website <https://www.birminghamareacableboard.org/>
- Members of the public may also view the meeting live on the City of Birmingham’s Vimeo live stream [www.bhamgov.org/watch](http://www.bhamgov.org/watch).
- Members of the public wishing to participate in the meeting may do so using the Zoom platform.

### Instruction for joining a meeting virtually:

#### PC



1. Open a browser such as google chrome
2. Type in zoom.com in the address bar
  - It may redirect you to zoom.us if you are in the United States
3. In the upper right window click [JOIN A MEETING](#)
4. Enter the meeting ID as indicated on the City’s website or notice.
5. A window will pop up, click “Open Zoom”
6. Select your audio and video preferences – keep your microphone muted unless you are being called on for public comment.

#### Mobile Device

Smartphone,  
iPad, or Tablet



1. Visit the app store on your mobile device
2. Search for the app called, “ZOOM Cloud Meetings”

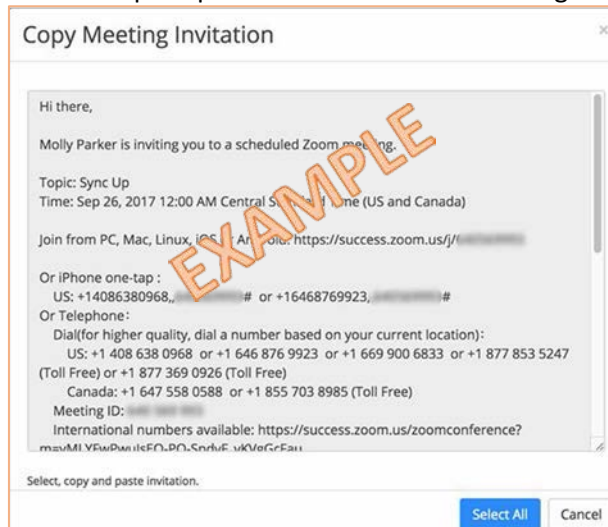


3. Open the app
4. Click Join a meeting
5. Enter the meeting ID as indicated on the City’s website or notice.
6. Select your audio and video preferences - keep your microphone muted unless you are being called on for public comment

## Dial-



1. Have your phone ready
2. Dial the desired number as provided from the City's website or notice
3. Follow the prompts and use the correct meeting ID



- To digitally raise your hand to be put into queue for public comment dial \*9
- To toggle the mute/unmute function dial \*6

### **Those with Hearing or Speech-Impairments Can Still Participate in the Meeting as Well**

Users that are hearing persons and deaf, hard of hearing or speech-impaired persons can communicate by telephone by **dialing 7-1-1**.

- Individuals who call will be paired with a Communications Assistant
- Make sure to give the Communications Assistant the proper teleconference phone number and meeting ID

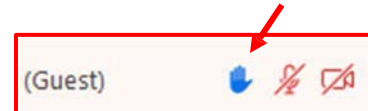
For more information, visit: <https://tinyurl.com/swq3zyz>

\*\*Closed captioning will be visible to public viewers using the Vimeo live stream format or the Birmingham Area Municipal Access local government cable channel. Viewers on Zoom must turn on the closed captions to see them within the zoom dashboard controls by selecting ***view subtitles***.

### **Instruction for Public Comment:**

Raise your hand digitally to be put in queue during a public comment time. When recognized by the commission or board, please wait to be un-muted, state your name for the record, and direct all comments or questions to the presiding officer.

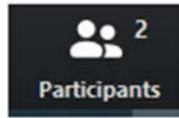
**\*\*When you raise your hand digitally it will appear on the Meeting Host's Participants list.**



## PC



1. Mouse down to the bottom menu of your Zoom screen and click on participants.

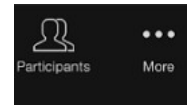


2. Click on the **Raise Hand** button
3. The Zoom Operator will see your hand raised and will call on you at the appropriate time.

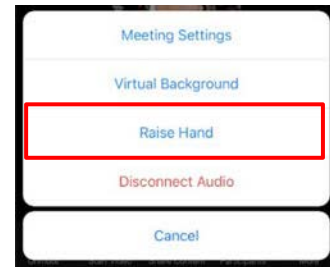
## Smart Phone iPad or Tablet



1. Tap the on the lower right corner of the screen on your device, click on more...



2. Click on “Raise Hand” when the menu pops up.
3. The Zoom Operator will see your hand raised and will call on you at the appropriate time.



## Dial-in



1. Once dialed into the meeting dial \*9 to raise your hand.
  - Dialing \*6 will toggle the mute/un-mute function on your device
2. The Zoom Operator will see your hand raised and will call on you by the last 4 digits of your phone # at the appropriate time.

### **Troubleshooting Tips**

For tips on how to troubleshoot via Zoom, follow this link: <https://support.zoom.us/hc/en-us>

### **Friendly Reminders**

1. Be sure to test your internet connection, video, and microphone in advance
2. Dial-in from a quiet space or use headphones if around others
3. Mute your computer microphone or cellphone when you are not speaking
4. Video camera tips:
  - a. Don't use a window as a backdrop; this impacts visual quality to the viewers on the video conference
  - b. Make sure the room you are in has proper lighting
  - c. Dress appropriately
  - d. Be mindful of your background items when video conferencing

## **Remember the Human Element**

- The “Zoom Meetings” conference tool is being used to hold meetings as traditionally and regularly as possible in light of the COVID-19 pandemic
- Speak professionally and respectfully to one another as you would in any other communication setting
- Announce who you are prior to speaking
- Overall, be aware of your behavior; people can see and hear what you are doing at all times