

West Bloomfield Zoom Meeting Moderation

- The commission/board chairmen and township advisors are not the moderators of WB zoom meetings
 - Moderators normally have no role in the meeting dialog and do not speak.
 - If the meeting is very small or usually doesn't have much public participation then a commission/board member or township advisor may act as a moderator and also participate in the meeting (eg. Pension Board)
 - Moderators are primarily concerned with noise management and censorship of potential pornographic or embarrassing audio/video content
 - Moderators always have host or co-host rights
 - A moderator may give someone else co-host rights but it is primarily to allow them to share their computer screen.
- If you have been muted a moderator did it **because of a noise issue**.
- WB Zoom meetings are set up so that **everyone's microphone is muted at the beginning** of a meeting.
- Zoom has several automatic behaviors that are not directly controlled by the moderator
 - Zoom has two views for participants: "gallery" and "active speaker"
 - Each Zoom participant chooses their own view mode (you can choose "active speaker" or "gallery" mode)
 - A host or co-host **cannot** change your viewing mode.
 - A host or co-host **cannot** turn on your camera or un-mute your microphone.
 - A host or co-host can only send you a message requesting that you un-mute.
 - **Each participant has exclusive control over camera mode (on/off) and un-mute.**
 - A host or co-host **cannot** control what order or on what screen your camera image appears
- WB Zoom participants **always have the ability to un-mute** their microphone.
- Open/un-muted microphones have a high potential to disrupt a meeting.
 - Microphones pick up more audio than most people realize
 - Participants forget that their microphone is on and the sounds in their physical area are being heard by others.
 - Because many participants use "Active Speaker" view an open microphone will cause your camera image to be displayed when there is any intentional or unintentional noise from your location
 - Because of this un-muted microphones cause both audio and visual disruptions
- All public participants should be courteous and keep their microphones muted.
- If you are a member of the public - **a moderator will probably mute your microphone** anytime you un-mute your mic unless you are clearly speaking or trying to speak to the board/commission
- If you are a board/commission member – a moderator will only mute your microphone **if there is a noise issue**
- If you find your microphone being muted you should leave it muted until you wish to speak
- You can use the Zoom chat feature to communicate with a moderator (remember – moderators will show up as hosts or co-hosts but are not actively participating/speaking in the meeting)