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 (e.g. 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 are 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)