



PUBLIC MEETING OPTIONS IN A COVID-19 WORLD

April 2020

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Public Meeting Options

Due to the impacts of COVID-19, each community is looking to provide safe public meetings, while ensuring public participation and meeting all state requirements. No changes have been made to the minimum requirements for Public Notices ([see page 5-6*](#)), but additional efforts could be made on your website, social media, etc. to encourage participation. As for public meetings, there are a variety of options to consider and will vary on the type of meeting (e.g. City Council, Planning Commission, etc.) and the resources available in each community. Please note that this list is not all inclusive; however, does provide options that allow for transparency and public engagement.

Public Meeting Options

In Person Options

- Hold meeting inside and ensure that there is a minimum of 6 feet between each person
- Hold meeting outside and ensure that there is a minimum of 6 feet between each person

If the minimum distance of six feet cannot be maintained, then the local government location may only have a maximum of 10 people present at a time

Conference Call Options (Audio ONLY)

- Contact your telephone provider to see if they offer any options
- GoToMeeting – To learn more or check out pricing options, visit [GoToMeeting](#)
- RingCentral – To learn more or check out pricing options, visit [RingCentral](#)

Public Meeting Options

Free Online Options (Audio and Video)

- Facebook Live – To learn more about streaming, visit [Facebook](#)
- FreeConferenceCall.com – To learn more, visit [FreeConferenceCall.com](#)
- Google Meet – To learn more, visit [Google Meet](#)
- YouTube Live – To learn more about streaming, visit [YouTube](#)

Host Membership Online Options (Audio and Video)

- Adobe Connect – To learn more or check out pricing options, visit [Adobe Connect](#)
- GoToWebinar – To learn more or check out pricing options, visit [GoToWebinar](#)
- WebEx – To learn more or check out pricing options, visit [WebEx](#)
- Zoom – To learn more or check out pricing options, visit [Zoom](#)

Public Comments & Hearings



Depending on the option you select, public comments could be made in person, by phone, email, comment / chat box, etc., and be sure to talk to your city attorney before you do anything as some public hearings may have specific requirements under the law.

City of Dublin

Brooke Ragan, Communications & Marketing Specialist

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Types of Virtual Meetings

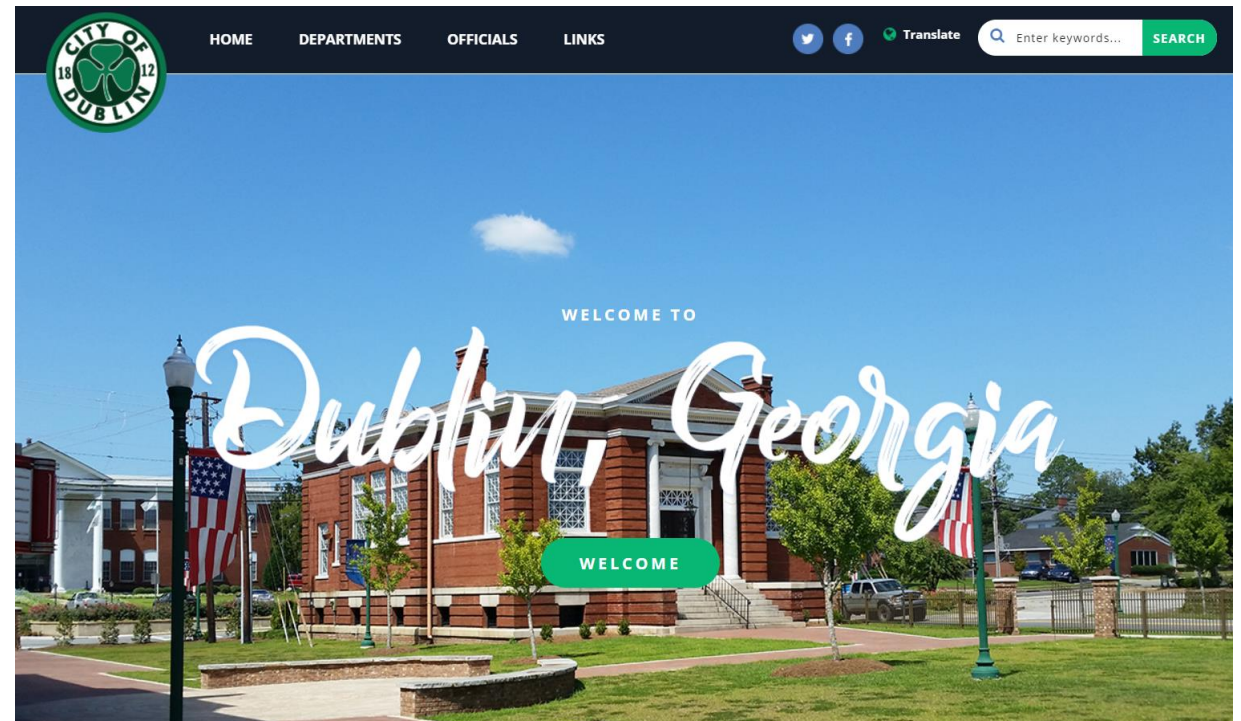
- Meeting #1: Emergency
- Meeting #2 & #3: Regular Council

Types of Platforms Used & Why

- Meeting #1: Teleconference & Facebook
- Meetings #2 & #3: GoToMeeting & Facebook Live

Special Equipment Used & Costs

- Cell phone & laptop (existing)
- Camera & GoToMeeting Membership (new)



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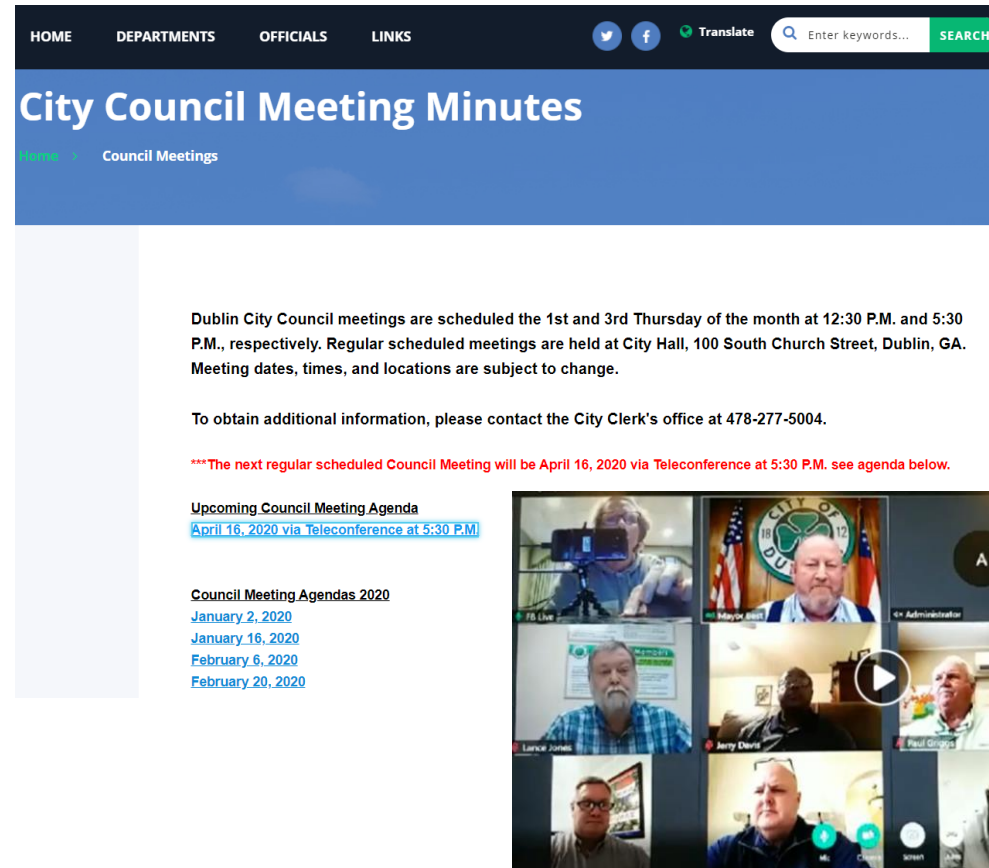
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Public Notice

- Website
- Facebook
- Local press, TV and newspaper

Public Involvement / Comments

- Questions answered the following day and posted in video feed comments



HOME DEPARTMENTS OFFICIALS LINKS

City Council Meeting Minutes

Council Meetings

Dublin City Council meetings are scheduled the 1st and 3rd Thursday of the month at 12:30 P.M. and 5:30 P.M., respectively. Regular scheduled meetings are held at City Hall, 100 South Church Street, Dublin, GA. Meeting dates, times, and locations are subject to change.

To obtain additional information, please contact the City Clerk's office at 478-277-5004.

***The next regular scheduled Council Meeting will be April 16, 2020 via Teleconference at 5:30 P.M. see agenda below.

Upcoming Council Meeting Agenda
[April 16, 2020 via Teleconference at 5:30 P.M.](#)

Council Meeting Agendas 2020
[January 2, 2020](#)
[January 16, 2020](#)
[February 6, 2020](#)
[February 20, 2020](#)

Video feed showing multiple participants in a grid layout.

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Lessons Learned

- Explain how the process will work live
- Test internet connection / speed
- Know the location of your camera and mute button
- Setup 45 minutes to 1 hour before meeting goes LIVE
- Use a tri-pod for your camera or cell when recording
- Silence all notifications on your cell for messages and calls



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Lessons Learned

- Determine if your meeting will be recorded horizontally or vertically
 - Pre type the description that will appear and copy it in the description section on FB live
- Make sure your batteries on all devices are charged /plugged in
- Designate a main meeting moderator
- Check your lighting and background items in the video
- Wait 30-45 seconds before starting & again when the meeting ends
- Thank those who tuned in and for their patience



Security Tips

Ryan Wilson, Rundell Enterprises

ryan@rundellenterprises.com



- Limit reuse of access codes; if you've used the same code for a while, you've probably shared it with more people than you can imagine or recall.
- If the topic is sensitive, use one-time PINs or meeting identifier codes, and consider multi-factor authentication (MFA).
- Use a "green room" or "waiting room" and don't allow the meeting to begin until the host joins.
- Enable notification when attendees join by playing a tone or announcing names. If this is not an option, make sure the meeting host asks new attendees to identify themselves.

Security Tips

Ryan Wilson, Rundell Enterprises

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- If available, use a dashboard to monitor attendees—and identify all generic attendees.
- If it's a web meeting (with video):
 - Disable features you don't need (like chat or file sharing).
 - Before anyone shares their screen, remind them not to share other sensitive information during the meeting inadvertently.
- If it is a private meeting, lock the meeting when all attendees arrive to prevent unauthorized access.



TRAVEL ALONG FOR TIPS TO SECURE YOUR CALLS*

ALWAYS...

Use your organization-
approved web conference
platform

Follow their policies for
virtual meeting security

Be conscious of reusing
access codes

Use a roll call to notify
when attendees join



Don't record the meeting
unless necessary

If available, use a
dashboard to monitor
attendees



If you record a sensitive
meeting, encrypt it

Delete any recording
stored on the web
conference platform

Don't have side
conversations after the call
ends



Use a pre-
conferencing/green
room/waiting room

Identify all attendees/open
lines and then lock the call

NAVIGATING THE CONFERENCE CALL SECURITY HIGHWAY



LOW RISK CALLS



MEDIUM RISK CALLS



If it's a web meeting, only
share highly sensitive
information if all
participants are on devices
issued by your
organization



HIGH RISK CALLS



Use one-time PINs or
meeting identifier codes

Consider distributing PINs
at the last minute

*This list is not all-inclusive nor
must you follow this order;
select the measures that suit
your needs

NIST
CYBER



Wrap-Up

- Not every meeting needs to include screen sharing and/or video
- Public involvement component (e.g. dedicated email or telephone line, comment or chat box, etc.)
- Post your agenda online & encourage participation
- Confirm with your City Attorney to ensure that all Georgia Open and Public Meeting Laws are followed
- Include key people to determine the best option for your public meeting
- Select an option that is appropriate for your number of users / participants
- Establish Virtual Board Meeting Procedures ([Sample](#)) and Etiquette
- Utilize host controls and/or verify with your IT that security protocols are in place
- Practice & Test everything before you go LIVE

Additional Resources

Athens-Clark County
[COVID 19 Response](#)

ARC Guide To
[Virtual Public Engagement Guide for Local Governments](#) (8 pages)

ARC Webinar
[Conducting Virtual Municipal and Public Meetings Tools & Techniques](#)

Government in the Sunshine*
[A Guide Georgia's Open Meetings and Open Records Laws for Municipal Officials](#)

LinkedIn
[Online Alternatives to In-Person Public Meetings During an Emergency](#)

THANK YOU

Questions & Comments

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