



**BOARD OF ETHICS**  
**Wednesday, June 17, 2020**  
**Electronic Meeting, 5:00 p.m.**

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The Governor of the State of Michigan, pursuant to the provisions of the Emergency Management Act, 1976 PA 390, as amended, MCL 30.401-.421, and the Emergency Powers of the Governor Act, 1945 PA 302, as amended, MCL 10.31- 33, issued an Executive Order, No. 2020-75, which **authorized remote participation in public meetings. It has been determined by the City of Mason that an electronic meeting is necessary to protect the public health. Public participation is encouraged and procedures facilitating that participation are outlined in supplemental materials attached.**

1. **OATH OF OFFICE**
2. **CALL TO ORDER**
3. **ROLL CALL**
4. **PUBLIC COMMENT**
5. **APPROVAL OF MINUTES (February 26, 2020)**
6. **CORRESPONDENCE**
  - A. City Attorney Opinion
7. **UNFINISHED BUSINESS**
  - A. Complaint forwarded to the Board of Ethics from City Mayor
    1. Review/Discuss Advisory Opinion – Drafted by Chairman Burrage
    2. Finalize Advisory Opinion to be Sent to City Council
8. **NEW BUSINESS**

None
9. **ADJOURNMENT**



# BOARD OF ETHICS MEETING ELECTRONIC MEETING INFORMATION

**PLEASE TAKE NOTICE** that the meeting of the City of Mason City Board of Ethics scheduled for **June 17, 2020, starting at 5:00 pm**, will be conducted virtually (online and/or by phone) due to health concerns surrounding Coronavirus/COVID-19, under the Governor of Michigan's Executive Orders 2020-59 and 2020-75.

The City of Mason will be using Zoom to host this meeting. A free account is required to use Zoom. Please take the time to download and set-up Zoom prior to the meeting. Zoom may be accessed here: <https://zoom.us/>

## MEETING INFORMATION:

Topic: **Board of Ethics Meeting**

Time: **June 17, 2020 at 5:00 p.m.** Eastern Time

**Meeting ID: 881 4812 0036**

Video Conference Information: **Link to join online: <https://us02web.zoom.us/j/88148120036>**

- You may also join a meeting without the link by going to [join.zoom.us](https://join.zoom.us) on any browser and entering the Meeting ID provided above.

Phone Information: **Dial 301.715.8592**

To comply with the **Americans with Disabilities Act (ADA)**, any citizen requesting accommodation to attend this meeting, and/or to obtain this notice in alternate formats, please contact Michigan Relay at <https://hamiltonrelay.com/michigan/index.html>.

**Resources:** More Questions? Please Contact our Customer Service Desk at 517.676.9155.

## Electronic Meeting Rules for Public

- All public participants entering the meeting will automatically be muted upon entering.
- All public participants should either turn off or leave off their video camera. Only Ethics Board members will be allowed to have their video cameras on. Your video camera will be turned off for you if you do not turn it off yourself.
- Public comment:
  - Public only will be allowed to address the Board during Public Comments
  - Public is allowed three (3) minutes to speak.
  - Public must state the name and address slowly and clearly before they start to address the Council.
  - Public comments will be addressed in the following order:
    1. Those provided in writing by 3:00 pm on the day of the meeting sent to [masonclerk@mason.mi.us](mailto:masonclerk@mason.mi.us) will be read aloud by the Chair.
    2. Those requesting to speak during meeting, by providing name, address in by 3:00 pm on the day of the meeting sent to [masonclerk@mason.mi.us](mailto:masonclerk@mason.mi.us).
    3. Those using the Video Conference Portion (not calling on a telephone) will be asked to use the “Raise Your Hand” Feature in Zoom. The Mayor will call on individuals to speak and they will be unmuted at that time.
    4. Participants that are available only by phone, after the Mayor requests.
- Inappropriate or disruptive participants will not be allowed or tolerated and will be removed from the meeting.
- Due to the electronic nature of this type of meeting the Chair, at her discretion, may adjourn the meeting with or without notice for any reason. Every attempt will be made to remain connected to the meeting, however two examples of abrupt adjournment may be computer connectivity issues or lack of appropriate participation. According to the Attorney General, interrupting a public meeting in Michigan with hate speech or profanity could result in criminal charges under several State statutes relating to Fraudulent Access to a Computer or Network (MCL 752.797) and/or Malicious Use of Electronics Communication (MCL 750.540).

## ADDITIONAL ZOOM INSTRUCTIONS FOR PARTICIPANTS:

### PHONE INSTRUCTIONS - to join the conference by phone

1. On your phone, dial the teleconferencing number provided above.
2. Enter the **Meeting ID number** (above) when prompted using your touch- tone (DTMF) keypad.

### VIDEOCONFERENCE INSTRUCTIONS – to watch and speak, but not to be seen

#### **Before a videoconference:**

1. You will need a computer, tablet, or smartphone with speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. Details, phone numbers, and links to videoconference or conference call is provided above. The details include a link to “Join via computer” as well as phone numbers for a conference call option. It will also include the 9- digit Meeting ID.

#### **To join the videoconference:**

1. At the start time of your meeting, enter the link to join via computer. You may be instructed to download the Zoom application.
2. You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”

If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:

1. On your phone, dial the teleconferencing number provided above.
2. Enter the **Meeting ID number** when prompted using your touch- tone (DTMF) keypad.
3. If you have already joined the meeting via computer, you will have the option to enter your 2- digit participant ID to be associated with your computer.

#### **Participant controls in the lower left corner of the Zoom screen:**



Using the icons in the lower left corner of the Zoom screen, you can:

- Mute/Unmute your microphone (far left)
- Turn on/off camera (“Start/Stop Video”)
- Invite other participants
- View Participant list – opens a pop-out screen that includes a **“Raise Hand”** icon that you may use to raise a virtual hand during Call to the Public
- Change your screen name that is seen in the participant list and video window

Somewhere (usually upper right corner on your computer screen) on your Zoom screen you will also see a choice to toggle between “speaker” and “gallery” view. “Speaker view” shows the active speaker. “Gallery view” tiles all of the meeting participants.