

# Township of Cranford

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[www.cranfordnj.org](http://www.cranfordnj.org)

## Resident Virtual Public Meeting Access Instructions

For the foreseeable future, all official Township public meetings will be conducted virtually by videoconference for the protection of the Township's officials, employees, and the public, as well as to comply with current Executive Orders.

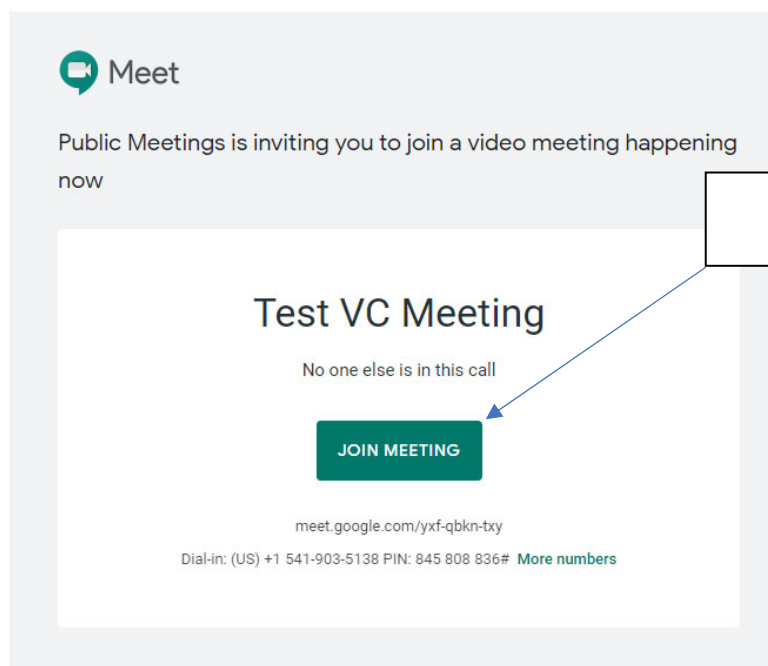
### Accessing the Meeting

All public meetings will be held by videoconference and broadcast live. The public may access any noticed meeting by tuning in to Cranford TV-35 on their home television or via livestream on [Cranford TV-35's Facebook page](#).

### Participating in the Meeting

Members of the public who wish to participate by videoconference in a public meeting of the Township Committee, Zoning Board of Adjustment, or Planning Board, must register in advance by completing the REGISTRATION FOR VIRTUAL PUBLIC HEARING available at <https://www.cranfordnj.org/minutes-and-agendas>. All registrations will be confirmed by telephone.

Shortly before the public participation portion of the meeting, registered participants will receive an email from PublicMeetings@cooperllc.com with a "Join Meeting" link. Residents should access the meeting from their computer, laptop, or mobile device by clicking on the link contained in the email:



Click on this link to join the videoconference.

The url for the meeting (in the example above, the text “meet.google.com/yxf-qbkn-txy”) can also be typed directly into a browser address bar. Participants must have a compatible web browser, video camera, and microphone. Additional information and system requirements for Google Meet can be found [here](#).

## Meeting Controls

After joining the videoconference, residents must mute their microphones until recognized by the meeting Chairperson. At that time, the resident can address the meeting. **All resident participation will be displayed to all meeting participants and broadcast to all public attendees via Cranford TV-35 and Facebook Live.**

At the bottom-center of your screen are the main videoconference controls to mute your microphone; turn off your video camera; and leave the meeting:



The meeting Chairperson or his/her designee may mute any resident participant who has not yet been recognized by the Chairperson to address the meeting. **Any participant who disrupts the meeting may be removed from the videoconference for the duration of the meeting.**

When the resident has finished addressing the meeting and no longer wishes to participate, the resident should leave the meeting by clicking on the red “phone handset.”

Anything shared via the “Present now” button will be displayed to all meeting participants and broadcast to all public attendees via Cranford TV-35 and Facebook Live.

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