

Town Board Meeting Online Public Hearing Process

Starting with the June 16, 2020 Town Board meeting, the Town Board will conduct public hearings online until public meetings resume at Town Hall; **those wishing to speak must pre-register and may call into the hearing and/or sign in using Zoom video conferencing software.**

Individuals who do not wish to speak at any public hearings do not need to register and may watch the meeting live on Optimum 18, FIOS 38 or at HuntingtonNY.gov/meetings.

HOW TO PARTICIPATE IN PUBLIC HEARINGS

When a Town Board Meeting Agenda is published six (6) days prior to a meeting at HuntingtonNY.gov/meetings, **individuals wishing to participate in the scheduled public hearings may register in advance using the link that will appear at the top of the meeting agenda until 12 hours prior to the meeting start time**; the 12-hour cut off is required due to technical issues related to conducting the meeting remotely.

Upon registering, a confirmation email will be sent, containing further instructions on participating in the hearing(s).

Only individuals speaking at public hearings should register. The Town is using Zoom video conferencing software to hold our remote meetings and public hearings:

- **Speakers should follow “[Zoom Best Practices](#)” before and during the public hearing** to make the most out of your public hearing experience.
- **Register to speak at a public hearing using the link at the top of the agenda** with your full name, address, telephone number, and email address.
- **Select the public hearing(s)** in which you wish to participate.
- **Registered speakers will receive a confirmation email** once the Town of Huntington processes the registration.
- **The email confirmation will contain a link to the meeting; this link should not be shared with anyone, as it is unique to each speaker.** A phone number will be provided for those who are not using a device with video capabilities.
- **Be sure to call or sign into the meeting at the scheduled meeting start time, with the same information (name/email/phone number) as you used while registering.** If you are kicked off Zoom while waiting for the meeting to start, please sign in/call again.
- During the public hearing(s), registered speakers will be called on by the Supervisor when they are next in line to speak; **speakers should be prepared to have their audio (and video if applicable) active once called on.**
- **Instructions will be provided to registrants** to submit documents or statements in case of technical issues during the meeting.

TECHNICAL SUPPORT (MONDAY-FRIDAY)

If you need assistance with this process, please email tohmeetings@huntingtonny.gov or call (631) 796-2021 or (631) 796-1841 Monday through Friday.