

**Notice of an Electronically Conducted  
Regular Meeting of the Charter Township of Union  
Economic Development Authority**

Notice is hereby given that the Charter Township of Union Economic Development Authority will conduct their regularly scheduled September 21, 2021, meeting electronically at 4:30 p.m., consistent with the emergency declarations and direction from state and county health officials to slow the spread of the COVID-19 virus and the Open Meetings Act (Public Act 267 of 1976, as amended).

There will be no in-person public attendance in the Township Hall Board Room (2010 S Lincoln Rd., Mt. Pleasant, MI 48858), although some EDA Board members and Township staff may choose to participate from this location.

All interested persons may attend and participate. The public may participate in the meeting by computer and smart phone using the following link to the electronic meeting location: <https://us02web.zoom.us/j/81144214764?pwd=MDIGM3pQZDN2U0NIYVZFMGIHMK5TUT09> (Meeting ID: "811 4421 4764" Password enter "896944"). The moderator will open public access to the electronic meeting space at 4:20 p.m.

To participate via telephone conference call, please call (312) 626-6799. Enter "811 4421 4764" and the "#" sign at the "Meeting ID" prompt, and then enter "896944" at the "Password" prompt. Lastly, re-enter the "#" sign again at the "Participant ID" prompt to join the meeting.

The meeting agenda, packet of materials relating to the meeting, and instructions for connecting to the meeting electronically are available on the Township's website under "Minutes and Board Packets" at <http://www.uniontownshipmi.com/>.

Questions and comments will be received during the public comment sections of the meeting. For participants accessing via computer or smartphone to indicate a desire to address the Economic Development Authority, please use the "Raise Your Hand" button at the bottom center of the screen. To raise your hand for telephone dial-in participants, press "star" and then the number "nine" (\*9). The Chair will call on you by the last three digits of your phone number to invite any comment, at which time you will be unmuted by the meeting moderator.

If there are a large number of participants, the Chair may choose to call on individuals by name or telephone number. Please speak clearly and provide your name and address before making your comments. Please note that the meeting moderator will control the muting and unmuting of participants during public comment.

Written comments to the Economic Development Authority may also be delivered to the drop box at the Township Hall. Comments received prior to 3:00 p.m. on 9/21/2021 will be read aloud to the Economic Development Authority.

Persons with disabilities needing assistance to participate should call the Township office at (989) 772-4600. Persons requiring speech or hearing assistance may contact the Township through the Michigan Relay Center at 711. A minimum of one (1) business day of advance notice will be necessary for accommodation.

## **Instructions to Participate in an Electronically Conducted Regular Meeting of the Charter Township of Union Economic Development Authority**

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The moderator will open public access to the electronic meeting space at 4:20 p.m.

### **Raise Your Hand for Citizen Participation During the Public Comment Periods**

Questions and comments will be received during the public comment sections of the meeting. For participants accessing via computer or smartphone to indicate a desire to address the Economic Development Authority, please **click on the "Raise Your Hand" icon** near the bottom of your screen.



Click "Lower Hand" to lower it if needed. The host will be notified that you've raised your hand. The Mute/Unmute function will be controlled by the meeting moderator.

**To raise your hand for telephone dial-in participants, press "star" and then the number "nine" (\*9).**

The Chair will call on you by the last three digits of your phone number to invite any comment, at which time you will be unmuted by the meeting moderator.

**Do I need to download the Zoom app to access the meeting?** No. Use of the Zoom app is recommended for the best experience, but you will have options to "download & run Zoom" or "join from your browser" when you click on the link to join the meeting.

**Can I Use Bluetooth Headset?** Yes, as long as the Bluetooth device is compatible with the computer or mobile device that you are using.

**Do I have to have a webcam to join on Zoom?** While you are not required to have a webcam to join a Zoom Meeting, you will not be able to transmit video of yourself. You will continue to be able to listen and speak during public comment and view the webcam video of other participants.

**Leaving the Meeting:** Click the "Leave Meeting" link at the bottom right corner of the screen at any time to leave the meeting.