

**CITY OF BRIGHTON  
SPECIAL MEETING OF THE  
BOARD OF REVIEW  
FEBRUARY 19, 2021**

**PLEASE TAKE NOTICE:** A special meeting of the City of Brighton City Board of Review is scheduled for **February 19, 2021** starting at 11:30 a.m. will be conducted virtually (online and/or by phone) to mitigate the spread of COVID-19 and pursuant to the Open Meetings Act, section 3 (MCL15.263) for the purpose of formally electing a chairperson for the ensuing year.

Public comment will be as instructed below within Participant Controls or as instructed by the meeting head during the meeting.

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 the ADA coordinator, (810) 225-8001, at least five business days prior to the meeting.

**Zoom Instructions for Participants**

**To join the conference by phone:**

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

**Before a videoconference:**

- 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.
- Details, phone numbers, and links to videoconference or conference call is provided below. 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:**

- At the start time of your meeting, enter the link to **join via computer**. You may be instructed to download the Zoom application.
- 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.”**

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 below.

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 below.
2. Enter the **Meeting ID number** (also provided below) 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 may:**

- 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 (or \*9 if using touchtone phone only)
- Change your screen name that is seen in the participant list and video window
- Share your 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 meeting participants.

**Meeting Information:**

Topic: 02/19/2021 BOR Election Meeting

Time: Feb 19, 2021 11:30 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83931519391?pwd=QTBCRzZ0ajFIZENGRHNXc2ZGeWdIQT09>

Meeting ID: 839 3151 9391

Passcode: 715890

One tap mobile

+19292056099,,83931519391# US (New York)

Dial by your location

+1 929 205 6099 US (New York)

Meeting ID: 839 3151 9391

Find your local number: <https://us02web.zoom.us/u/kjLH6y6i4>

If you have any further questions or concerns, please contact 810-227-0463 or email [brownt@brightoncity.org](mailto:brownt@brightoncity.org). A copy of this notice will be posted at City Hall, 200 N. First Street, Brighton, Michigan.