



**TOWN OF SHARON
MEETING NOTICE**

Town Clerk

POSTED IN ACCORDANCE WITH THE OPEN MEETING LAW AS AMENDED

Personnel Board

DATE: February 20, 2024
TIME: 6:30 pm
LOCATION: Meeting by Zoom

AGENDA

1. Review Mail
2. Introduction of the Personnel Board to the Select Board for joint meeting
3. Review the proposed revisions to the Personnel By-Law
4. Topics not anticipated within 48 hours of posting.
5. Schedule the next meeting.

Access to Zoom Below:

<u>Online</u>	<u>Meeting ID</u>	<u>Password</u>
www.zoom.us	584-648-7446	02067
https://zoom.us/j/5846487446?pwd=ZE45aUhrNXc3ayszKzVhcnBRR1BkZz09		
<u>BY PHONE</u>		
1-312-626-6799	1-929-205-6099	1-253-215-8782
1-301-715-8592	1-346-248-7799	1-669-900-6833
To mute or unmute yourself, Press *6		

It is recommended that hosts assign a co-host to assist them with meeting management. For more information please follow the link below.

<https://support.zoom.us/hc/en-us/articles/360041848151>

The following settings can be enabled from the menu:

- **Lock Meeting:** Locks the meeting, keeping new participants from joining the meeting.
- **Enable Waiting Room:** Enables [Waiting Room](#) for incoming new participants or to move current participants into the Waiting Room.
- Allow participants to:
 - **Share Screen:** Allows participants to start Screen Shares
 - **Chat:** Allows participants to use the chat function.
 - **Rename Themselves:** Allows participants to rename themselves from the Participants panel.
 - **Unmute Themselves:** Allows participants to unmute themselves without the host's permission.
 - **Annotate on Shared Content:** Allows participants to [annotate](#) over content shared during the meeting.
The host can enable or disable annotation when the host is sharing.
- **Remove Participant:** Allows the removal of a participant from a meeting. The participant can not re-join unless **Allow removed participants to rejoin** is enabled in [Meeting settings](#).
- **Report:** Allows you to [report a user](#) to Zoom's Trust and Safety team. You will be able to select which user to report and provide details about the problem. You can also upload evidence, such as screenshots.
- **Suspend Participant Activities:** Turn off all participant's video, audio, and ability to share their screen.
Also lock the meeting to prevent participants from joining. This will apply to all participants including those joined using a Zoom Room.
Note: Allow removed participants to rejoin is **not enabled** for the Zoom meetings so removed participants cannot rejoin.

