



CITY OF KALAMAZOO  
241 W. South Street  
Kalamazoo, Michigan 49007  
269-337-8792

## NOTICE OF ELECTRONIC MEETING

The Kalamazoo City Commission will meet in special session on Tuesday, March 31, 2020 at 6:00 p.m. The purpose of the meeting is to consider the creation of a Kalamazoo Small Business Loan Fund program. Rules governing the conduct of electronic meetings will also be considered.

This meeting will be conducted electronically in order for City Commissioners, city staff, and the public to comply with the Governor's Executive Order No. 2020-21, "Temporary requirement to suspend activities that are not necessary to sustain or protect life."

### Accessing the Meeting

The meeting can be accessed using the following methods:

Online using a web browser: <https://zoom.us/j/554096136>

- Go to the web address
- When prompted, enter the **Meeting ID** 554 096 136
- See the attached instructions for joining the meeting using a web browser

Telephone: 269.552.6425

- Call the phone number.
- When prompted, enter the **Meeting ID** 554 096 136 followed by #
- Press # again to be connected

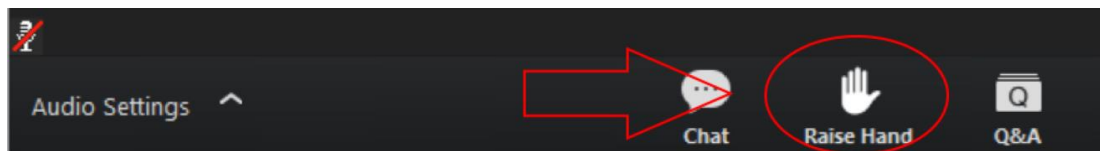
**Note:** participants will be muted when they enter the meeting. Video, chat, and screen sharing features will be disabled.

## Public Input and Participating in the Meeting

The agenda and supporting documents for this meeting are available at <https://kalamazoomi.civicclerk.com/web/home.aspx>

Persons who wish to contact members of the City Commission to provide input or ask questions about items on the meeting agenda may do so during the meeting at designated times for public comments. To address the City Commission, meeting participants will need to “raise their hand” to indicate they want to speak.

To raise your hand while participating online, click the “Raise Hand” icon at the bottom of the Zoom Screen:



To raise your hand while participating via phone, press \*9

After you raise your hand you will be informed when it is your turn to speak, and your microphone will be unmuted at that time. Your microphone will be muted again when you have finished your comments or when your speaking time has expired.

## Instructions for Persons with Disabilities

Persons with disabilities who need accommodations to effectively participate in City Commission meetings should contact the City Clerk's Office at 269.337.8792 by 12:00 p.m. on the day of meeting to request assistance.