

Miscellaneous Additional Considerations

1. **Action on technological procedure** – At the beginning of the meeting there would be action on the procedure to be used.
2. **Oaths & Minutes** – The recording secretary would issue the oath to each person who intends to provide testimony. Get the name and address of the person for the record, and then administer the oath: “I (state your name) swear under the penalties for perjury that the testimony I am about to give is true and accurate” (or whatever oath is used). Each person would actually repeat the oath instead of having it just read and then saying “I do”. If the video is disabled one cannot see whether the person is raising a hand, and you don’t want to allow video in case someone wanders into camera range in their underwear (or worse!). Then the witnesses can speak. This maybe the most organized way for the recording secretary to keep the minutes accurately and create the record.
3. **An EXAMPLE of an email delivering the Press the Meeting notices/Agenda From: Lorrie Garrigus**

Sent: Tuesday, April 7, 2020 4:46 PM

To: Lindsay Alvie <alvie.lindsay@indystar.com>; mholtkamp@thejournalnet.com; news@indychallenger.com; news@southsidervoices.com; news@ss-times.com; newstips@thejournalnet.com; vic.ryckaert@indystar.com; vicry@indystar.com

Subject: 04-13-20 Agendas for BZA and APC

Please find the attached agendas for 04-13-2020.

Thank you!

Lorrie

Lorrie Garrigus

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4. **Ballots** – What is your plan for ballots for BZA members. One community is mailing them in advance with a self-addressed, stamped return envelope to the Planning Department so members can pop them in the mail following the meeting. This could avoid an untimely delay if the BZA members were sent them electronically and had to print, sign and return them.