

COMMUNICATIONS COMMITTEE  
ORGANIZATIONAL MEETING AGENDA  
May 17, 2022 – 6:30 P.M.

Hopkinton Town Hall, 1 Town House Road, Hopkinton, RI 02833

**HYBRID MEETING BEING HELD IN PERSON AND REMOTE (HYBRID)**

To attend the meeting remotely, please connect in by 6:30 PM. Participants will not be able to connect before the host begins the session, anyone trying to connect who are unable to do so should try again after 6:30 PM.

**Webinar ID: 813 3099 3406**

**Passcode: 597018**

**Dial-In Number: 1-646-558-8656**

<https://us02web.zoom.us/j/81330993406?pwd=JbEkinHa1i1lz8d6Lqykx7tUmYh7Ck.1>

To ‘Raise your hand’ in Zoom:

**By Computer:**

Click “raise hand” from the Zoom menu bar and wait for the meeting host to ask you to unmute. Once asked to unmute, press “unmute” to unmute and speak.

**By Phone:**

Dial \*9 to “raise your hand” and wait for the meeting host to ask you to unmute. Once asked to unmute, dial \*6 to unmute and speak.

**"Please remember when making a public comment to state your name and address before speaking."**

6:30 P.M. Call to Order – Moment of Silent Meditation and Salute to the Flag.

Swearing in of newly appointed members.

Organization of the committee/establish regular meeting schedule, frequency, time, location.

Review of Communications Committee charge.

Guidance regarding required compliance with the Open Meetings Act (OMA) re: submitting agendas and minutes.

Adjournment.

If communication assistance (readers/interpreters/captions) is needed or any other accommodation to ensure equal participation by any person, please contact the Town Clerk’s Office at 377-7777 (V) or 377-7773 (TDD) at least two (2) business days prior to the meeting.

Posted: May 12, 2022 - Town Hall, Hopkinton Post Office, RI Secretary of State website.