GUIDELINES FOR PARTICIPANTS AT NSC ZOOM HOSTED MEETINGS

Revised 12/13/2020

1. Access the meeting 10 minutes in advance of the scheduled meeting time, using the link provided. This will allow you time to access the meeting if any technical issues arise, and will help to permit the meeting to start on time.

2. Everyone will be muted by the Video Manager.   As committee chairs give their report they will be unmuted.

3. In order to keep the meeting moving along without background discussions. If a member has a question, **they must** use the raise the hand feature. **No one will have the floor unless the moderator recognizes them.**   A member will be un muted one at a time to be allowed to speak. Please identify yourself for the recording secretary (For phone participants, use *9)

4. No member will be allowed to speak more than 2 minutes on any given topic, so that everyone has a chance to speak.   Once everyone has been allowed to speak everyone will get one minute for additional comments.

5. Be mindful of your background to avoid anything that might be distracting to other participants. Virtual backgrounds may be used to help in this regard.

6. If you call in are not on a video feed lease ID yourself, for attendance recording.

7. Please set your microphone to MUTE unless you are providing a report or have been recognized by the chair to speak. (For phone participants, *6 toggles MUTE/UNMUTE).

8. Please limit background noises when your microphone is active.

9. Be mindful that the CHAT function is distracting to other participants and its use should be limited.

10. Please do not use the thumbs down feature if you do not like something, it is like booing at a meeting and is considered rather rude.   If you do not like something it is suggested you raise your hand and speak.

11. When making a motion please use your raise the hand feature.   The moderator will accept the motion and ask for a second. Once again using the raise the hand feature. After discussion the moderator with call for a vote.

12. For all voting to come before the membership, we will use the raise the hand feature for vote counting. We will no longer use a voice count. (those who call in how do we handle?)