Zoom Guidelines and Protocols for Board Meetings

GENERAL INSTRUCTIONS

1. This Board Meeting will be held virtually, via an online video conferencing tool called Zoom. You DO NOT need a Zoom account to participate in the meeting. You will simply need the meeting link or the phone number and Meeting ID provided, and can participate as a guest.
2. All meeting participants will have the option to join the meeting either:
    a. via the Zoom app on your laptop/desktop computer, cell phone, or tablet,
    b. via the Zoom website on your internet browser (be aware that this offers a more limited experience), or
    c. via conference call on your cell phone or landline, following the prompts provided when you call.
3. If you plan to join the meeting via the Zoom app, please click the meeting link to join about ten minutes early, to allow time for the app to download to your device. Or you can download it ahead of time here: https://zoom.us/download.
4. This Board Meeting will be monitored by a technical moderator, to ensure all participants have the proper settings in place for the duration of the meeting.
5. All meeting participants will first be placed into a virtual "waiting room" when they join the meeting, and will be admitted to the meeting prior to the meeting's start. If there is a closed session item, members of the public and non-essential staff will be placed back into the waiting room until the meeting returns to open session.

BOARD MEMBERS

1. All members of the Board will have their audio ON during the entirety of the Board Meeting
    a. Upon first entering the meeting, the microphone audio will be automatically turned OFF (muted). The moderator will manage the microphone audio settings to turn on the audio for each Director.
2. All members of the Board will have the option to have their video ON *or* OFF during the entirety of the Board Meeting. (This means your own webcam; you will be able to see others in the video conference regardless of whether you have your own video on or off).
    a. Upon first entering the meeting, the video will be automatically turned OFF, but you may "Start Video" if you wish. The moderator may manage the video settings to turn the video on as well, if desired.
3. All members of the Board should remain on the meeting from beginning to end. If any Board members must leave the meeting early, they should make the meeting moderator aware prior to disengaging.
4. No private conversations - any side conversations dramatically impair everyone's ability to hear the meeting.
5. When taking action, all votes of the Board will be by roll call.

PUBLIC

1. All public participants will have their video and microphone automatically turned OFF upon entering the meeting. You will still be able to hear everything that is being said by the Board members and staff.
2. All public participants will have their video turned OFF by the moderator for the entirety of the Board Meeting. (This means your own webcam; you will still be able to see Board members in the video conference, as well as any presentations provided.)
3. All public participants will have their microphone audio turned ON by the moderator during the public comment agenda item at the beginning of the Board Meeting. *This is the only time during*

the meeting the microphone audio will be turned ON for public participants, and all public comments and/or questions must be received at this time.

4. The Zoom chat feature will NOT be used for official public comment or questions. The chat feature should be used for questions related to technical difficulties during the Zoom meeting, or general protocol questions. Any message posted to the chat will be fielded and responded to by the meeting moderator only.

FOR TECHNICAL ASSISTANCE, PLEASE CALL: 559-237-5567