

Virtual Meeting Guidelines

Approved: 7/10/2020

Virtual meetings will most likely be how we conduct meetings for a while. The plus is our seasonal residents can attend or participate in meetings year around. Because the use of virtual meetings expands the opportunity for more participation by our residents, this tool may well be one we continue to use after the danger from COVID-19 passes. Below are some suggested tips to make these meetings run smoothly and efficiently.

- At the beginning of the meeting, the meeting leader should request participants to mute their microphones when they are not talking.
- Attendees should silence the ring on their phones before the meeting begins.
- When using the camera webcam, participants should avoid having anything in the background that would create noise or be distracting (this includes eating).
- When speaking, participants should begin by identifying themselves. Since some residents may attend the meeting without benefit of video, identification of speakers is particularly important.
- When wishing to speak, video participants should raise their hand so the leader can acknowledge them when it is appropriate. Audio participants should unmute their microphone to signal their desire to speak.
- Participants who make and second motions must be identified.
- Once a motion is on the floor and a discussion has taken place, a vote must be called. If it is determined a vote will not be called on the motion as stated, the motion may be amended. Otherwise, the motion should be withdrawn.
- When voting on a motion, each participant must be identified. If the committee size permits, the leader may call upon each member for his or her vote.
- Follow Robert's Rules of Order.

We are still in the learning stages of conducting virtual meetings. Your suggestions for making these meetings run more smoothly are welcome. Thank you for your patience as we work out the kinks of meeting in the virtual environment.