

Board Meeting Procedures

- Zoom allows us to mute/unmute all participants devices from the office
- Your device can always be unmuted by clicking on the mute/unmute icon
- During the meeting we will be muting everyone's device
- Only unmute your device if you have a question or comment
- Allow speakers to finish before making comments or asking questions
- For simplicity, members at the office might consider making motions when necessary
- We will unmute everyone for roll call votes, you should see the icon change on your screen
- Remember to state you name and yes or no during votes
- Once the roll call is complete everyone will be muted
- The meeting is being recorded and if you have a camera you will be visible to all