



ZOOM Etiquette

All Participants should ensure their cell phones are silenced. Even vibrations are picked up by the microphone. The meeting is being recorded.

All Attendees that login via the Zoom website or call in using the assigned number are muted and can only be unmuted by the host(s).

All Panelists (Board Members and staff) are not muted but it is good practice to mute yourself until you are ready to speak.

All Attendees will show up on the Participant list. To request permission to speak, an Attendee must raise their hand by clicking on the "Raise Hand" button at the bottom of the screen. Attendees calling in must enter *9 on their phone and a raised hand will appear on their behalf and be monitored by the host(s). The Mayor will call on the person or phone number that has raised their hand and, when they are identified to speak, the host(s) will then unmute that individual.

When the Mayor acknowledges a participant and the host(s) unmutes you, you will need to state your name, address, and your question or concern. Once you have stated your question or opinion a response will be provided and the host(s) will again mute you once the Mayor has moved onto another question or closed questioning. If you wish to speak another time, you will need to raise your hand again.

It is imperative that Attendees follow directions and maintain meeting decorum. Failure to do so will result in the loss of speaking privileges.