Guidelines for Virtual Meetings

1. We will use "mute" when not actively engaged in the conversation.

2. If available, we will use the "hands up" tab or "question box" to be recognized to speak.

3. Unless we are not able to be recognized (voice only – no computer connection), we will not speak until recognized and will be respectful of others who are currently speaking.

4. Each time we participate in a discussion, we will identify ourselves to the other participants.

5. Prior to a virtual meeting, we will review the written agenda and/or discussion materials.

6. The individual chairing the meeting will seek input from all participants.