

Guidelines for Professional BOD & Committee Meetings

While it may be easy to be casual while attending ZOOM meetings from our homes, we are a professional organization dealing with serious issues. A professional level of decorum is always expected.

- Identify a space in your home that is free of distractions (including pets, background TV or music, washing machine, kitchen noise, etc.)
- Use a virtual background or a blank wall to create a uniform and professional appearance.
- Lighting should be directed at your face, not behind your head, for those viewing the meeting to see you clearly.
- Keep your microphone on mute at all times, unless you are speaking. Things like typing are distracting and can be heard by all. After you are done speaking, your microphone will be muted again. Also, turn off audible notifications on your computer, cell phone (e.g. email rings, etc.).
- The Open Meeting Law does not permit elected officials to communicate with one another privately during a meeting via text or Zoom chat.
- Your camera could show very close views of faces, depending on your computer. Consider professional or business casual dress.
- During the meeting, the BOD members will be shown on the screen. Therefore, all gestures, eye movement, and facial responses will be visible to the public, and recorded and kept until meeting notes are completed. Some meetings may be saved for future reference. It is recommended, therefore, that you refrain from:
 - Chewing gum
 - Eating
 - Petting your cat, dog, etc
 - Frequent beverage (alcohol or other) consumption
 - Rocking/moving in a desk chair
 - Doing too much multi-tasking
 - Being overly expressive when responding to speakers (eye rolls, etc.)
- Do:
 - Login at least 5 minutes ahead of the live meeting so you can make final camera/appearance adjustments
 - Have your materials pulled up on your computer or printed at your side
 - Leave your microphone on mute until you are recognized by the Chair and the host unmutes your microphone
- When speaking, consider looking into your computer's camera as much as possible rather than at the people on your screen. This will mimic the in-person feeling of eye contact.
- Adjust your camera to have it hit you right around your nose for the best spot, and about 2-3 feet away from your face so you fill the screen without making it look like a close-up. You may need to put a laptop on some books or a small box to get it at the right angle.
- The host and participant presenters may be sharing a screen to view pre-submitted PowerPoints and desktop, documents, etc. Materials will be made available before the zoom meeting when possible.
- During public comment, the Chair will read the instructions regarding how a member of the public may be recognized to speak. The public may be using the Zoom app, or will have an opportunity to participate via phone.
- BOD members who wish to be recognized will need to follow the practice of "raising your hand" on the Zoom app, and then will be recognized by the Chair. Check your mike to make certain you are unmuted before speaking.