

Teleconference Meeting Protocols

Established May 9, 2020

Council meetings shall be accessible via ZOOM and livestreaming on [Youtube](#).

Council or Committee member will participate via ZOOM and shall:

- Be considered present when they display a live feed video of their face with their first and last name
- Have microphones muted unless called upon by the Chairperson
- Electronically raise their hand to request the Chair recognize them to speak
 - Once recognized to speak by the Chair their microphone shall be turned on. After speaking the microphone shall be returned to mute.

Guests may participate via ZOOM or observe meetings live on YouTube. All meetings shall be recorded and available on the Council's YouTube Channel.

Public Comment submitted during a meeting via any format below shall be considered:

- During a ZOOM meeting, guests may:
 - Electronically raise their hand to request to comment. Upon being recognized to speak by the chair their microphone should be turned on. After speaking the microphone shall be returned to mute.
 - Post comments relevant to the item under consideration in the 'Chat Box'
- Post comments during the livestreaming of the meeting at the Council's YouTube channel <https://www.youtube.com/user/LADDCouncil>