

### **Teleconference Meeting Protocols**

Amended by Executive Committee September 9, 2020

Council meetings shall be accessible via ZOOM and livestreamed on YouTube.

Council or Committee members 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 public meetings shall be recorded and may be made available on the Council's YouTube Channel as determined appropriate by the Chairperson.

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 livestream of the meeting on the Council's YouTube channel <https://www.youtube.com/user/LADDCouncil>
- Public comments of a person's character will NOT be heard. If the comment continues after being asked to stop by the Chairperson, Council staff may be instructed to end the meeting. The Chairperson will notify the Executive Committee of this occurrence. Council chair will seek guidance to determine if it is legally appropriate to redact or share the video of the meeting on the Council's social media.