

## **VIRTUAL MEETING BEST PRACTICES FOR SAN LUIS OBISPO COUNTY INTEGRATED WASTE MANAGEMENT AUTHORITY (IWMA) BOARD MEMBERS**

### **Before the meeting:**

- Download the Zoom meeting app ahead of time and practice using the video and microphone; contact IWMA staff if you would like a practice session ([cprice@iwma.com](mailto:cprice@iwma.com)). All participants are encouraged to join with a device (computer, tablet or mobile phone) that has both video and audio capabilities.
- Familiarize yourself with the location of the mute button, the video on and off button and the “raise hand” feature ahead of time.
- If the video feature is enabled, choose a location where you can be seen easily, without lighting behind you. Experiment with different locations to see which is optimum for viewers.
- Review the packet ahead of time. If possible, send any questions to the Executive Director prior to the meeting so staff can provide that information in their presentation.
- Check your email after 9:00 a.m. the day of the meeting for any written public comments that were received and distributed ahead of time.
- Take measures to minimize interruptions and distractions - try to use a room where you can close the door; inform other occupants of the household that you are going into a meeting; try to isolate yourself from pets, children or others who may be noisy.
- If the video feature is enabled, remember you can be seen by others. Dress accordingly.
- Plan to log into the meeting at least 10 minutes prior to the designated start time, to allow time in case you have difficulties.

### **During the meeting:**

- Arrive on time. There will be a short adjustment period as all the technical issues are addressed, and it will be difficult to keep track of late arrivals.
- The President/Chair will open the meeting, then the Clerk will conduct the roll call. This will be our opportunity to confirm that your audio works.
- If you are having technical difficulties, send a Chat message to our meeting Host. Otherwise, the chat feature will be disabled to assure that there are no side conversations, in compliance with the Brown Act.

- Late arrivals, if any, will be tracked by the Clerk as they arrive.
- During the meeting, Board members will be unmuted; please wait to speak until you are recognized by the President/Chair. Announce your name before speaking.
- If helpful, use the “raise hand” feature when you want to speak, the President/Chair and Executive Director will monitor.
- The President/Chair will use the “participants” function to see who has raised their hand, announce who has their hand up, and recognize speakers before they talk. (i.e., I see Board members X, R and A all have their hands up. Let’s start with Board member A, then R and X.)
- Public comment will be called by the President/Chair after Board member questions but before Board member discussion. Members of the public may submit comments ahead of the meeting via email to [cprice@iwma.com](mailto:cprice@iwma.com). During the meeting, members of the public may use the “raise hand” feature on the web and mobile app, or by telephone by pressing \*9, to be acknowledged and unmuted by the meeting Host. The member of the public will then be given the ability to provide three (3) minutes of verbal public comment.
- All votes will be roll call votes. The Clerk will call the roll and state the results of the vote to the group.
- Participants who usually give updates are encouraged to keep it brief, and if appropriate, provide a written summary that can be sent to the group ahead of time so that the meeting can focus on discussion items.