

Meeting Protocols & Guidelines

Following are some protocols and guidelines for facilitating a more efficient zoom meeting so we can meet agenda objectives and allow all participants to provide input in a timely fashion.

Protocols

- 1) Permit the Facilitator / Host to lead.
- 2) Facilitator will “roll call” GSP Working Group, SCGA Staff and Consultants.
- 3) Follow the Agenda to ensure meeting objectives are met.
- 4) Empower facilitator to queue and prioritize speakers.
- 5) Queue by “raising your hand” and Facilitator will call on you in order
- 6) Minimize disruption by allowing speakers to own the mic.
- 7) Alert the Facilitator through “requesting the mic” via the “raising your hand”.
- 8) To minimize side conversations and focus on the speakers, the “chat function” will be disabled.
- 9) Try to be brief in communications in order for others to participate. A two minute time limit will be enacted to allow all participants to have an opportunity to speak.
- 10) Respect all speakers, their allocated time to speak and their points of view.
- 11) Be patient with technology and each other as we adapt to a new method of communicating.
- 12) The meeting will be recorded.

Technical Guidelines

- 1) Use the phone via the computer and sign on with a muted phone
- 2) When not speaking, mute your computer/phone to eliminate and reduce feedback.
- 3) Raise your zoom hand when you want to speak.