

Zoom Etiquette

- All public comments are to be held until the Chair has opened the floor for public comment.
- If you are not a Board Member please keep yourselves muted until public comments are asked for.
- The public can address the Commission on any non-agenda item under the agenda item entitled New Business.
- Following board discussion on an agenda item, but prior to any vote being taken, the chair will invite comments related to that agenda item from the public. Comments are limited to 3 minutes. The Chair will, in turn, recognize every person who wishes to speak. After all persons have an initial opportunity to speak, the Chair will recognize anyone who desires to speak again. The time limit for second comments is 1-1/2 minutes.
- When the floor is open for public comment please do the following:
 1. use the raise hand feature
 2. announce your name
 3. ask your question(s)

Suggestions for a professional Zoom Meeting:

- Please use appropriate language
- Please be mindful of background noise
- Please position cameras properly
- Please limit distractions
- Please silence phone
- Please avoid multi-tasking
- Please no eating
- Please utilize bathroom before meeting starts