MCWD Public Meeting Zoom Protocol

MCWD encourages public participation in its meetings. Please note the following guidelines to ensure an orderly and business-like meeting.

- ✓ **Waiting Room** - You will enter the Waiting Room upon logging into the meeting. (There is no passcode). The host(s) will admit you into the meeting when the meeting has started.
- ✓ **Ensure your Screen Name is Accurate** - Please ensure the name on your screen after logging into Zoom is accurate and appears as your *First Name Last Name*
- ✓ **Muted -** You will be muted upon entering the meeting. This is the default meeting setting. When it is your turn to speak, you may unmute yourself. Please mute yourself when you are not speaking.
- ✓ **Use the "Raise Hand" function to speak** ✋ **-** This tool can be found on the bottom of the computer screen under Zoom Reactions or by using the "More" option (under the three dots). The location of this function may vary depending on the device you are using.
  - ○ After you "raise your hand" you will be called on by the Host when it is your turn to speak.
    - ▪ **Phone Participants:** To "raise your hand" by phone, press *9 to request to speak.
      - • Select *6 to unmute when your name is called.
- ✓ **State your Name and Mammoth Address -** When it is your turn to speak, state your name and address prior to asking a question or making a comment.
- ✓ **Please Limit your Comments to 3 Minutes –** As a courtesy to other meeting participants, please limit your verbal comments to five minutes.
- ✓ **Comments via Chat box** – Use the Chat box when you have a question or a comment you wish to share with the Host(s). Other participants will not see your question/comments.

NOTE:

For security reasons, the Host can remove hackers or disruptive individuals. Those who have been removed cannot rejoin the meeting.