

Attachment I: Remote Meeting Etiquette

Remote Meeting Etiquette/Announcements:

- Sign into the meeting 15-20 minutes early to ensure you get connected and to minimize errors
- Follow the same decorum as you would in an in-person meeting
- When you enter, you will be placed on mute. You cannot override being muted.
- The public that calls in will be able to listen to the meeting
- Once you have been unmuted by staff, you will THEN be able to mute and unmute yourself
- Mute at all times except for roll call/votes/called on by chair
- You will be responsible for muting and unmuting yourself to speak
- Use the chat feature, the bubble in the upper right hand corner, to ask questions or to ask to be recognized by the chair. The chat feature will be monitored by staff.
- The chat feature is public record
- Use for official business only
- If you send a message, send to EVERYONE
- No side conversations
- Announce yourself before you speak
- Attend in a quiet location, minimize feedback
- If meeting host hears feedback from your account, and you are not speaking, you will be muted.
- A process has been put in place to connect with members of the public wishing to speak on an agenda item
- The meeting will be live streamed on the City Channel website
- The meeting will also be recorded by County Board Staff

Meeting Procedures:

- Chair will note if there are any registrants
- The Clerk will do roll call, when he calls your name, unmute yourself, speak, and then re-mute yourself
- The designated Supervisor will be unmuted for the inspirational message and then muted again
- We will all do the pledge together
- The County Executive will be unmuted to speak to the hiring freeze
- The 1st vice-chair and 2nd vice-chair will be making motions, unless a roll call vote is asked for, voice voting will occur. When it is time to vote, unmute yourself, speak, and then re-mute
- If requesting to be recognized by the chair, type in the chat box, and the Chair will be notified and will proceed accordingly.

DANE COUNTY REMOTE PUBLIC MEETING TOOLKIT



Updated: March 26, 2020

<https://board.countyofdane.com/>