

Zoom Meeting Best Practices and Etiquette for Attendees during Board and Commission Meetings

In the midst of the COVID-19 worldwide pandemic and the need for continuity of Municipal Government to function, Board and Commission meetings will be held via video and audio conferencing through the Zoom platform.

All meeting attendees will abide by the following guidelines during all Board and Commission meetings held by Zoom video and audio conferencing.

- Meeting attendees will adhere to standard, professional meeting decorum when interacting online or by conference phone (audio only). Attendees will use language respectful of all participants.
- Attendees will note that all video and audio meetings will be recorded and available per Freedom of Information Act.
- When joining a meeting all microphones will be on mute. Mute will be unmuted during public comment only.
- Attendees will create a distraction free environment. If on video, backgrounds will be neutral and audio will be muted (until public comment). Please no eating, typing or side bar conversations while meeting is taking place, side conversations are very distracting and whispers are easily picked up on microphones.
- Avoid noisy activities like typing while your microphone is on - and be sure any noisy devices in the background are turned off or muted.
- Attendees taking part in the meeting during public comment will identify themselves and state their name before speaking, then the Chair/Host will recognize the speaker.

The Town of Durham understands this is a new and non-traditional way of holding meetings and communicating with our residents. The meeting will still follow Robert's Rules of Order, FOI requirements and Executive Orders of the Governor of Connecticut (due to COVID-19 pandemic).

We are doing our best to make sure the public is able to attend the meetings. Please keep in mind this is new to us as well and will work to make adjustments as we navigate this new meeting environment. We appreciate your patience and understanding during this unprecedented global pandemic circumstance.

