

## Guidelines for Meeting Chairs During Self-Isolation Period

Only hold meetings if there are time-sensitive matters to cover

All meetings will be held virtually using WebEx (how to doc found here...)

### Regular Rules Apply but with some Twists

- Meeting minutes need to be taken, approved, posted in a timely fashion
- Quorums need to be met but, again, virtually
- Agendas should be followed – no new items unless they came up since meeting was posted and they couldn't have reasonably been foreseen
- If you have a public participation policy, stick to it
- Materials shared during the WebEx session need to be referenced in the meeting minutes and emailed with the minutes as usual

### To make things run smoothly

- make sure your posted agenda includes instructions for participating remotely
- have documents that will be referenced available ahead of time
- minimize screen / app sharing – it works but is still cumbersome
- have speakers state their name before speaking
- don't use chat feature for meeting content
- remember some people might be calling in to meeting