



## Remote Meeting Etiquette

- Find a quiet place with adequate lighting to participate in the meeting
- Be mindful of the background in the room if you are on video
- Inform others in your environment that you will be participating in a remote meeting and develop a system to let them know if they are distracting
- Ask family members to avoid using electronic devices during the meeting so you have maximum bandwidth for the meeting
- Turn off background noise, such as phones, fans, TVs, appliances, etc.
- Tune into the meeting platform at least 10 minutes early
- Mute your microphone when not speaking—if you don't know how to do that, ask for help
- Remain stationary. Walking around with your device is distracting to viewers.
- One speaker at a time. Virtual platforms have trouble picking up more than one voice and may cancel out.
- Keep your comments brief and precise.
- Utilize the process identified by your board president for alerting them to your desire to speak and for how they will acknowledge speakers.
- Speak slowly and clearly and wear headphones with a microphone for audio clarity. Pro Tip: Test your headphones before using them for a meeting.
- If referring to a visual, explain what it is you are referencing before making your comment
- Avoid checking other devices during the meeting. Do not text other board members during the meeting
- The meeting is still a formal board meeting, be mindful of your nonverbal communication, if you are on video, and tone of voice
- Be specific about the motion you will be voting on
- Members should be clearly identified when voting. Roll call vote is may be best.