NC Sedimentation Control Commission Web Meeting Etiquette

Guest/Public Attendee Etiquette:

- When joining the web meeting, please include your first & last name, and if appropriate your affiliation.
- Keep your microphone muted.

- Guests will be asked to introduce themselves. Please introduce yourself, name and affiliation, using the chat box.

- If you have comments or questions during the meeting, enter them into the chat box.
    - If comments/questions cannot be addressed by the moderator/host in the chat box, then the moderator/host will bring them to the attention of the commission members/presenters.
    - If you have a technical difficulty you can change the chat to make inquiries to only the moderator/host.
- You may unmute your microphone if the Commission ask you to clarify your comment/question.
    - When speaking, always start with your name for the record.
    - Please re-mute yourself while not speaking to minimize background noise.
    - If your microphone is on in order to speak and your phone is nearby, please set your phone to vibrate or turn it off during this period.

SCC Member and Presenter Etiquette:

- When joining the web meeting, please include your first & last name, and SCC or SCC Chair if appropriate after your last name.
- Keep your microphone muted unless you are actively talking.
- If your microphone is on in order to speak and your phone is nearby, please set your phone to vibrate or turn it off during this period.
- When speaking, always start with your name for the record. Please re-mute yourself while not speaking.
- When presenting a slide show or sharing other content, you will need to first share your screen. Be sure to stop this sharing and mute your microphone when you are finished.

- To vote on motions, please put your agreement, disagreement, or abstention in the chat box since multiple people attempting to speak at one time will make it difficult to differentiate if we have a majority. Also, please be sure that your sign-in name is associated with your real name. If it is not, then please include your first name and last initial in the chat box with your vote.

  Alternatively: The Chair will call for your vote one at a time, please say your name and vote. Please re-mute yourself when not speaking.

* Commission Members, if you use the chat function on WebEx: Since there should be no group discussion amongst just Commission members, as that violates the open meetings law for the Commission, make sure you use the default option in the chat box to chat with **Everyone**, which will include the public attending the web meeting. Exception: if you have a technical difficulty you can chat with only the moderator/host. *

To exit from the meeting, select the red "X".