FOR BOARD MEMBERS: TIPS FOR PARTICIPATING EFFECTIVELY IN VIRTUAL NAC MEETINGS

SIGNING IN

Welcome to the virtual meeting space. Your neighbors are looking forward to connecting with you! We hope that this is a smooth and convenient experience for you, and acknowledge that it may require more than the usual degree of patience and understanding from all parties to make this a successful meeting. We recommend having these instructions handy before you start your first virtual meeting so you can refer to it as needed.

Your NAC meeting will be facilitated using Zoom webinar. Zoom webinar is different from regular Zoom meetings in that there are two distinct categories of attendees—"panelists" and "attendees." Panelists can share their video and audio feed. For our purposes, the panelists will include NAC board members, guest presenters, and city staff assisting in running the meeting. Attendees may view the meeting in real time, ask questions, or make comments through the chat feature, but cannot share video and can only share audio if unmuted by the meeting host. These controls are in place to manage the security of the meeting and prevent any unintended audio/visuals from being shared.

- **Neighborhood Program staff will have emailed you your unique "presenter" link prior to the meeting**. This link will change from month to month for added security, so be sure you are accessing the appropriate email for that month's meeting.
  - **Note: your panelist link is NOT the same as the attendee link** that will be listed on the agenda. You will not be able to participate as a board member using the public "attendee" link, as attendees cannot share video (or audio, unless unmuted).
  - **You can also call in to the meeting** as opposed to using a computer. The phone number for call-in panelists will be listed in the email invitation you receive.
- **Try out the Zoom test site** https://zoom.us/test before your first remote NAC meeting.
- **Sign on 10-15 minutes early** to allow for time to troubleshoot any technical difficulties, get comfortable with the technology, and socialize before the meeting. At the end of this document is a "Top 5" list detailing functions we encourage you to familiarize yourself with before the meeting (how to mute/unmute, how to change views, how to use chat, different sound options and how to add your name on the video).
- **If you experience technical difficulties,** contact city staff at 503-686-9342 or email neighbormail@BeavertonOregon.gov for assistance. Staff will be monitoring phones and email throughout the meeting.

DURING THE MEETING

Introductions

At the beginning of the meeting the Chair will ask for introductions.
- After introductions have been made, **kindly mute your microphone unless you are speaking again** in order to minimize background noise from pets and/or household members

throughout the meeting. It is also a good idea to alert your household members (if any) in advance of your meeting time to minimize disruptions.

- o Helpful Tip: rather than trying to click on the microphone button with your mouse, you can hold the space bar down to unmute yourself for the duration you wish to speak, and when you release it will return to mute.
- **Please be aware of items in your video backgrounds** which could be offensive and/or distracting to others. You can also use the "choose virtual background" feature, which can be found by expanding the drop-down list next to the video icon on the bottom ribbon.

Presentations

> **REMEMBER:**
> For any committee to be most effective, there needs to be full participation from the group. Multiple perspectives and opinions can help members to brainstorm better solutions to issues.

- If guest speakers are present at the meeting, they will have provided their presentation materials to staff before the meeting. These materials may be viewed along with the NAC agenda on the NAC's webpage.
- The Chair will pause conversations for several seconds at intervals throughout lengthy guest presentations and before proceeding to the next agenda item to allow panelists and attendees an opportunity to pose questions/comments before moving on.

Voting

Robert's Rules of Order still apply to the business aspects of the meetings. Decisions will be made through motions, seconds, discussion, and a roll-call vote of board members. During the vote, the NAC Chair will call on each board member individually and ask for their vote. The Recorder will note the motions made, who made the motions, and if the motion passed or failed.

POST-MEETING

We recommend debriefing after the meeting any tech issues folks encountered, as well as what worked and what didn't work so well. For many people, this will be an entirely new experience, so we're all learning together!

NEED TO KNOW: THE BIG FIVE

Here are the five basic things we want participants to know before we start a meeting.

⇒ **How to mute/unmute.** Reminder to always mute when not speaking. *Note:* the meeting host will have likely enabled automatic muting when joining.

⇒ **How to change views.** START in gallery view. You can change the view to speaker or presentation, but it should always default to gallery view for discussion so participants can see each other. We've had participants go through whole meetings without realizing they had the option to see each other!

⇒ **How to use chat.** The chat bar should be open so everyone can follow the conversation, but one team member should monitor it so nothing important is missed.

⇒ **What the different sound options are.** Participants can speak and listen through either their phone or computer. If you use both phone and computer (one for sound, one for video), make sure to turn your computer's sound and mic off.

⇒ **How to add your name.** Make sure you get your name (at least first name) listed on your video – like name tents. *Note:* the host can also do this on behalf of participants.