



Central Vermont Solid Waste Management District
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CVSWMD Remote Meeting Protocols

[Adopted by the CVSWMD Board of Supervisors on December 2, 2020]

This note will be added to formal agendas for CVSWMD Board and Committee meetings:

NOTE: In order to be admitted to the meeting you will need to sign in using your full name, and identifying any parties that you may represent, so that there may be a record of who was in attendance for the meeting minutes.

Remote Meeting Protocols List for all CVSWMD Board and Committee meetings

Mute your microphone.

Zoom has a “Mute Microphone” option that cuts down on ambient feedback for the audience. When there is a lot of back-and-forth discussion you may turn this off, but you should mute yourself at all other times unless recognized by the chair or participating in a vote.

Use Zoom’s Raise Hand Function or Signal You Want to Speak Before Speaking.

Clicking on the “Raise Hand” function allows the meeting chair to see that you have something to add rather than trying to jump in and talk over one another. You can also raise your hand politely on your video to indicate you would like to speak. Try to avoid interrupting, and leave space for others to speak.

Use of Zoom’s chat function.

Zoom may allow users to send a question or statement to everyone or privately to a participant. This should not be used to discuss any subject that is pending before the committee in order to avoid the possibility of all parties not being involved in the communication.

Public Participation.

At each meeting, there shall be a five-minute period of time reserved for public comment at the beginning of the meeting. The chair may extend or reduce this period of time as necessary. Public speakers may participate at other times in the meeting only when recognized by the chair. Such comments shall be limited to three minutes per speaker, unless by majority consent the board sets a different time limit. Consistent time limits shall apply to public speakers recognized.

Think about your actions on camera.

Always remember that everyone can see you. Someone is watching as you take a big wide-mouth yawn, stretch or wander around the room. These exaggerated movements are distracting to the audience and can be disruptive to the speaker. Try to stay still and be attentive.