



Setting-up the Meetings:

- 1) Having regularly scheduled monthly meetings help - these can be arranged ahead of time and the Zoom link given to the Chair in the form of an agenda template at the beginning of each month.
- 2) Ad-hoc and Special Meetings should be organized with as much notice as possible, but no fewer than 24 hours before the posting deadline.
- 3) As of July 6, all agendas will include a toll-free access phone number.

Moderating the Meetings:

- 1) DONE is available to begin (moderate) any meeting of the Neighborhood Council.
- 2) In addition to DONE, two local appointees are also able to start (moderate) meetings.
- 3) Once meetings have been started, the controls of the host can be transferred over to the chair of the meeting to moderate the remainder of the meeting.

Role of Chair:

- 1) Given the new format of virtual meetings, every effort should be given to assist stakeholders in participating in our meetings - chairs should look at the attendee list and introduce them to the board members or give them an opportunity to introduce themselves, should they wish.
- 2) Reminders of how to "raise hand" should be given at the beginning of the meeting and periodically during the meeting. Participants should also "lower" their hand once selected to speak.
- 3) Translation services need to be organized ahead of time to help reach-out to non-English speaking stakeholders.

Posting of Recorded Meetings:

- 1) All Neighborhood Council meetings are recorded and the link to the recording is sent to Kristina to post on our website.
- 2) The introductory script should include information to let folks know that the meeting is recorded AND will be viewable online.

Introductory Script:

- 1) The purpose is to both welcome stakeholders as well as address concerns regarding technology issues.
- 2) Also includes a request to give meeting hosts some grace as we explore this new meeting platform.
- 3) We should include the website address/model the website to folks who want to access the meeting agenda and supporting documents.