



Virtual & Hybrid Meetings Best Practices

To support productive, professional virtual meetings, the following best practices apply to **ALL BOARD AND COMMITTEE MEETINGS**. These guidelines promote engagement, meeting order, and accurate attendance tracking.

1. CAMERA-ON POLICY

- **To support engagement and collaboration**, we kindly ask that you keep your camera on throughout the meeting. Serving on the Board or a committee includes a commitment to attend and actively participate in all scheduled meetings.
- If you're unable to use video due to technical issues, please notify staff in advance.

2. PARTICIPATION & ENGAGEMENT

- **Stay fully engaged** throughout the meeting—limit multitasking and avoid distractions.
- Virtual meetings should be treated with the same level of professionalism and attention as in-person meetings.

3. SPEAKING & DISCUSSION ETIQUETTE

- To speak or contribute, **please use the "Raise Hand" feature**.
- **Wait to be recognized** by the President or Committee Chair before unmuting and speaking.
- This ensures orderly discussion and prevents people from speaking over each other.

4. CHAT USAGE

- The **chat should not be used for discussion or side comments** during meetings.
- The chat may be used **only for staff-directed purposes** (e.g., sharing links, submitting motions, or voting instructions).

5. GENERAL REMINDERS

- **Log in a few minutes early** to test your audio and video.
- Be sure your **electronic name matches your full name** for accurate attendance tracking.
- **Mute yourself** when not speaking.
- Please be mindful of your surroundings during virtual meetings, as others nearby may overhear sensitive or confidential discussions.

For GAAR BOD meetings,
you must get approval from the President of the Board to attend the meeting electronically.

For SWMLS BOD meetings,

the Bylaws state you can attend up to two meetings electronically in a calendar year. It is recommended that you discuss with the President of the Board in advance to be sure proper accommodations can be made.