

TIPS FOR SUCCESSFUL MEETING

1. Unless you are speaking, you should be muted.
2. Locate the chat feature at the bottom of your screen.
3. If you have a question, type it in the chat BEGINNING with the name of the person who can answer.
4. Motions follow the accepted Rules of Order.
5. Locate the polling feature at the bottom of your screen.
6. We will be using the polling feature to vote.