

Remote Meeting Protocols and Best Practices

Due to current county and state shelter-in-place orders, all Monterey Peninsula Community College District meetings are being conducted remotely until further notice. (Please note that the Brown Act requirement to identify remote meeting locations and post agendas at those locations has been temporarily suspended per the [Governor's updated Executive Order](#).)

The guidance below provides information for accessing and participating in remote Citizens' Bond Oversight Committee (CBOC) meetings.

Prior to the Meeting

- Attendees are asked to [download Zoom Desktop Client](#) (select "Zoom Client for Meetings) on any device(s) you may use to join the meeting. There is no cost to download Zoom.
 - You may [sign up for a free Zoom](#) account if you choose.
 - Please familiarize yourself with utilizing Zoom prior to the meeting—particularly the *mute* feature, the *video on/off* feature, the "*participants*" feature, the "*raise your hand*" feature, and the "*chat*" feature.
 - From the Zoom application, please test your devices' audio and video functions to ensure you have full functionality.
 - **Zoom training guides and videos are available online.** Listed below are some that may be particularly useful.
 - [Quick Start Guide for New Users](#)
 - [Join a Zoom Meeting](#)
 - [Configuring Audio and Video for Zoom Meeting](#)
 - [Understanding the Zoom Controls Once I am in the Meeting](#)
- Agenda Packets:
 - Committee and CBOC staff members will receive agenda packets by email at least 72 hours prior to the meeting.
 - Members of the public may access the agenda packets via the MPC bond [meeting agendas and minutes webpage](#).
 - Committee members are asked to review the packets prior to the meeting, per your typical practice.
- Questions:
 - Committee members may email questions in advance to President David Martin (dmartin@mpc.edu). This will enable staff to conduct research, if necessary, and provide the requested information at the meeting.
 - Committee members also may choose to ask questions at the meeting, as usual.
- Public comments:
 - Please email public comments to Shawn Anderson (sanderson@mpc.edu) at least 3 hours prior to the meeting for advance distribution to the committee.
 - Committee members are asked to check their emails 2 hours prior to the meeting for any written public comments that were received and distributed in advance of the meeting.

- o Public comments are considered public records and as such are subject to the California Public Records Act.
- o Public comments also will be accepted during the meeting, per the protocols listed below.

Joining the Meeting

- Please attempt to find a location with limited ambient noise where you can be seen easily.
- Approximately 10 minutes prior to the designated start time, please log into Zoom. This will allow you time to address any log-in difficulties should they occur.
- Upon joining the meeting, all attendees will automatically:
 - o be placed in a waiting room upon arrival and
 - o have their devices muted and their videos turned off to ensure minimal disruption as they get settled.

Immediately prior to/at the start of the meeting

- Staff will share the agenda packet from their computer screens so it will be visible to all attendees.
- Attendees will be admitted from the waiting room.
- Committee and staff members are asked to turn on your video if possible.

During the meeting

- Please keep your devices muted when you are not speaking (including during staff presentations). All attendees will have the option to unmute themselves when recognized by the chair.
- The chair will conduct the meeting per usual, with the following exceptions:
 - o *Motions*: To make/second motions, committee members are asked to use the “*raise your hand*” feature when the chair calls for a motion and for a second. The chair will recognize the makers of the motion and restate their names for the record.
 - o *Votes*: Roll call votes will need to be conducted on each action item.
 - o *Comments and Questions*:
 - Preferred Method: Press the “*raise your hand*” feature on Zoom.
 - The chair and/or staff will monitor the raised hands via the “*participants*” window.
 - Alternative Methods:
 - Submit your comment and/or question via the “*chat*” feature on Zoom. The chair and/or staff will monitor this feature and read aloud any comments and/or questions. (Please note that the “*chat*” feature will be limited to ensure compliance with the Brown Act.)
 - Individuals calling into the meeting should press *9.
 - o The chair will recognize individuals who wish to speak and will ask each individual to unmute their device at the appropriate time.
 - o The chair and staff will monitor the “*chat*” feature for any comment.

Conclusion of the Meeting

- Please click “leave meeting.”