

Rules for Participating in Discussions at Selectboard Meetings

These are the rules for attendees who wish to participate in discussions:

1. Meeting attendees, either in person or via Zoom, may speak one time only about a topic. Anybody wishing to speak must be acknowledged by the Chair before speaking.
2. For Zoom participants:
 - If you want to speak about a topic, first make sure your video is on, then raise your hand when you want to speak. Wait for the Selectboard Chair to recognize you.
 - Zoom participants can raise their hand by doing the following:
 - Windows: Hold down the Alt key and tap the Y key on your keyboard to raise your hand.
 - Mac: Hold down the Option key and tap the Y key on your keyboard to raise your hand.
 - When you have finished speaking, use the same keys on your keyboard to lower your hand.
3. If attending the meeting in person, raise your hand when you want to speak and wait for the Selectboard Chair to recognize you. Once recognized, move to the designated speaker's chair, near the Selectboard table, so that you can be heard and seen clearly by Zoom participants. When you have finished speaking, return to your chair in the audience.