

## Southside School Board Meeting Protocols for Zoom Video Communications

1. The link to the School Board meeting will be posted on the school district website for public use. The link will contain phone numbers for calling in as well as a connection through a computer.
2. All participants in the meeting should be muted with the exception of the board members, superintendent, minutes taker, and Zoom meeting facilitator.
3. The same protocols that take place at an in-person meeting apply to the Zoom meeting. Guests are to only speak during the public comment session or if pre-scheduled to present as part of an agenda item.
4. The school board will use the same protocols for public input as they are used for an in-person meeting. During public input, the Zoom facilitator will be the timer for public input.
5. The board chairman will ask if anyone wants to sign up for public input. We will have a brief period of time in which people can unmute themselves and sign up with their name and topic. After signing up for public input the participant needs to mute themselves again until they are called upon to give their input.
6. During the meeting each board member will state their name prior to making a motion, seconding a motion, debating or asking a question during the meeting.
7. If there is the need for an executive session the board chair will state how long the session will be. The Zoom facilitator will keep the public meeting open until the board returns from their executive session. The Zoom facilitator will also be allowed to update any public participants if the board is going to extend the executive session and for how long. Board members will leave the public Zoom meeting and login to an executive session Zoom meeting that will be facilitated by the Superintendent. Once the executive session has concluded the board members and Superintendent will log back into the public Zoom meeting in order to take action, if needed, and adjourn the meeting.
8. If there is a closed session the board chairman will adjourn the public Zoom meeting.