

Zoom Meeting Protocols

Zoom Board Meeting Guidelines

- Only Residents of Lafayette Place or their previously designated representative will be allowed in the meeting. Please add your name/unit number when entering the meeting.
- Unidentified participants will not be allowed into the meeting.
- All participants will be muted upon entry.
- Please use the Chat for any questions.
- Be patient and respectful with other participants
- Select only appropriate virtual backgrounds. Offensive or inappropriate Virtual Background will not be allowed. Participants in violation will be removed from the meeting.
- No offensive language or behavior will be tolerated. Participants in violation will be removed from the meeting.

Zoom Etiquette Tips

1. Be on time
2. Test your device before meeting to get a better experience
3. Use the camera: **Important for:** Both the host and other participants.
4. Best practice: enter your name before entering the meeting
5. Pay attention to mute
6. Check your background and environment
7. Plan ahead
8. Dress properly
9. Minimize distractions