

## Zoom Meeting Protocols – Waters Landing Association, Inc.

- Agenda will be posted to Association website the week prior to the Board meeting.
- Board Members
  - Jennifer Jones, President
  - Joe Parreco, Vice-President
  - Lee Callicutt, Secretary
  - Chet Walker, Treasurer
  - John Pesce, At-Large (effective 07/15/2020)
- Open Floor
  - 15-20 minutes
  - The moderator may defer answering an open floor question to an agenda item that may be addressed by a contractor.
- Speakers during Open Floor
  - 2-3 minutes
- Users will be muted upon entry.
- Questions can be asked in the chat; or users can ask to speak in the chat.
- Video Users
  - Please ask to speak in the chat; the moderator will call on individuals in turn.
  - Questions can also be asked in the chat.
- Phone Call Ins
  - Please identify yourself upon entering.
  - Let the moderator know if you have a question and that you would like to be added to the queue for open floor.
- Once open floor is closed, residents may stay for the meeting but cannot participate. Questions that come up following open floor may be sent to the Association office at [wla@waterslanding.org](mailto:wla@waterslanding.org).
- To keep the meeting moving, please refrain from interjecting unless called upon by the moderator and all participants are requested to maintain a respectful and calm demeanor.
- Residents should be on time to participate in open floor. If no residents are present or do not have any questions, the Board will move to the next agenda item.
- If there is time, open floor may be reopened at the end of the meeting.