



## ***Meeting Code of Conduct -***

- Mute all cell phones, *mute online audio* and please be quiet so the audience can hear the speakers.
- Participants should wait to be recognized and speak one at a time. Raise your hand (using the Zoom Reactions feature at the bottom of your screen) or send chat to Tim Rice to indicate that you wish to speak or if you are having problems.
- If you are on a phone, send an email or text to [LSLIDBD@gmail.com](mailto:LSLIDBD@gmail.com) to let us know you have a question.
- Be respectful and wait to be called on to speak. Be brief and please keep your questions to the topic under discussion.
- ***When asking questions, participants should state their name and their property address on Lake Shamineau through when called on to speak. Questions will be answered during specified times during the presentation***
- Should any participant become disrespectful or distracting, they will be asked to leave the meeting.

## ***Additional Meeting Information -***

- Note that all participants should utilize their first and last name as their Zoom username if you want to ask a question or make a comment.
- To change your username on Zoom, click the participants icon in the toolbar, find your current name and click more, click rename, reenter your correct name, click OK.

## ***Question & Comment Periods -***

There may be multiple opportunities for you to speak in this meeting to ask questions or to provide comments.

During each opportunity, the Code of Conduct and the Zoom process will apply. Each person that raises their hand to speak (or sends chat to Tim Rice indicating they wish to speak) will be called on during these time periods and will have one opportunity during each period. Participants will have 2 minutes to ask questions or make comments.