

You are invited to a Zoom webinar.

When: Jan 13, 2021 04:30 PM Central Time (US and Canada)

Topic: Litigation Committee

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/87889183011?pwd=czJySmIOL0I0VG1oVVBKeUJDbzVGQT09>

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### **Zoom meeting procedure notes:**

- \*Join the meeting using your first and last name, it will make it easier for the Committee Chair to recognize you.
  
- \* All attendees are muted by default, unmute only when you need to speak. If using computer audio, you can unmute yourself by holding the spacebar down while you are speaking.
  
- \* Reduce noise interference by using a headset/headphones with microphone
  
- \* Attendees do not need to use personal video/webcam as long as you can view the video feed and participate with your audio connection
  
- \* Consider turning off your webcam if your connection is slow
  
- \* Roll call - unmute to respond to the roll call with "here" or "present"
  
- \* To make a motion - unmute and say your full name when making a motion
  
- \* Roll call votes – per the Governor’s emergency orders regarding remote meetings, all votes must be taken via roll call vote.
  
- \* Public Participation will occur as indicated in the meeting agenda. Members of the public who wish to speak must be on the Zoom conference bridge. To speak during Public Participation, use the “raise hand” feature in the Participants section of the Zoom conference.
  
- \*Once the business section of the meeting begins the Zoom conference bridge will be limited to Board Members and Staff. Members of the public will be removed from the Zoom conference bridge.