



LODGE ELECTRONIC EXECUTIVE COMMITTEE MEETING
ELECTRONIC MEETING PROCEDURES – GOTOMEETING

PRIOR:

- 1) Acquaint yourself with the agenda.
- 2) Commutate with your youth / adult adviser prior to the meeting. Discuss agenda items.
- 3) Prepare your report in written form. Be ready to email a copy at the end of the meeting.
- 4) Call in 4 – 5 minutes prior to the start of the meeting. Late arrival s can be distracting.
- 5) Announce your first and last name when prompted.
- 6) Limit pre-meeting chat to the type of conversation you would normally engage in during live face-to-face meeting.
- 7) Be courteous and respectful to each other.

DURING:

- 1) If arriving late, please refrain from greetings or questions about topic. Wait until the topic is over and ask questions at the end.
- 2) Each topic will be introduced by the chief and proceed with a general overview.
- 3) When it is your turn to speak or if you have a questions, say your name and position.
- 4) Refrain from side conversations and ensure there is no background noise.
- 5) Focus on the agenda.
- 6) Place the telephone or microphone on mute (if possible) when not speaking.
- 7) Be courteous and respectful to each other.

GOTO MEETING

Call: 605-477-2100

Access Code: 387602#