

Guidelines for FA-DSB Meeting Participants

- Remember that all FA-DSB members are volunteers and be respectful of their knowledge and time.
- Regular meetings start promptly at 7 p.m. and end by 9 p.m. Please plan to login or arrive about 10 minutes before the meeting starts and stay for the entirety, if you can, to maintain a quorum.
- During virtual meetings, please mute yourself when you are not speaking and have your camera turned on when you are speaking, if your technology allows.
- If virtually, please state your name each time you speak.
- Use active listening (listen quietly, keep an open mind, ask follow-up questions for clarification.)
- If you have a different opinion from somebody, share in a neutral tone.
- Avoid raising your voice, ad hominem attacks, sarcasm, eye-rolling, or others facial expressions and body language that could be perceived as disrespectful.
- Stick to the agenda and hold other thoughts to the end of the meeting, if time allows.
- If you have suggestions for agenda items, please email the chair and staff liaison at least two weeks in advance. All suggestions will be considered for the agenda, if time allows.
- Raise your hand and wait to be acknowledged before speaking. If there is a queue, the chair will let you know when it is your turn.
- Please limit your comments to **two to three minutes** (four to five minutes if you are using an interpreter).
- The chair and parliamentarian have the discretion to cut you off if you go over the time limit, to allow other members the chance to speak.
- Please wait for at least three other FA-DSB members to have an opportunity to speak before you ask to speak again, for everyone to have an opportunity to be heard.