

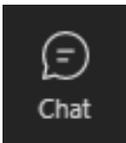
## NC Sedimentation Control Commission Web Meeting Etiquette

### Guest/Public Attendee Etiquette:

- When joining the web meeting, please include your first & last name, and if appropriate your affiliation. If unable to change your name, please type your full name/affiliation into the chat.
- Keep your microphone muted.



- Guests will be asked to introduce themselves. Please introduce yourself, your name, and if appropriate your affiliation, using the chat box.



- If you have comments or questions during the meeting, enter them into the chat box.
  - If comments/questions cannot be addressed by the moderator/host in the chat box, then the moderator/host will bring them to the attention of the commission members/presenters.
  - If you have a technical difficulty, the moderator/host will attempt to help you in via the chat box. If you are unable to see the chat box icon, it may be under the "... more" icon or you may need to leave the meeting and join via a different browser, the desktop or mobile app.
- You may unmute your microphone if the Commission ask you to clarify your comment/question.
  - When speaking, always start with your name for the record.
  - Please re-mute yourself while not speaking to minimize background noise.
  - If your microphone is on in order to speak and your phone is nearby, please set your phone to vibrate or turn it off during this period.

## SCC Member and Presenter Etiquette:

- When joining the web meeting, please include your first & last name, and SCC or SCC Chair if appropriate after your last name. If unable to change your name, please type your full name into the chat.
- Keep your microphone muted unless you are actively talking.
- If your microphone is on in order to speak and your phone is nearby, please set your phone to vibrate or turn it off during this period.
- When speaking, always start with your name for the record. Please re-mute yourself while not speaking.
- When presenting a slide show or sharing other content, you will need to first share your screen. Be sure to stop this sharing and mute your microphone when you are finished.



- To vote on motions the Chair will call for your vote one at a time, please say your name and vote. Please re-mute yourself when not speaking.  
**Alternatively**, please put your agreement, disagreement, or abstention in the chat box if you are unable to unmute or are having microphone difficulty during the roll call vote. Also, please be sure that your sign-in name is associated with your real name. If it is not, then please include your first name and last initial in the chat box with your vote.

To exit from the meeting, select the red "Leave" button.

