

State Board of Education and Early Development Protocols for Zoom Board Meetings

All meeting attendees will abide by the following protocols during board meetings held by Zoom:

- All participants will adhere to standard, professional meeting decorum when interacting online or by conference phone (audio only). Attendees will use language respectful of all participants.
- Attendees will note that all video and audio meetings will be recorded and available per the Alaska Public Records Act/Freedom of Information Act.
- Attendees will create a distraction free environment. If on video, backgrounds will be neutral, and audio will be muted (until public comment or pre-scheduled agenda item). Please no eating, typing or side bar conversations while the meeting is taking place; side conversations are very distracting, and whispers are easily picked up on microphones.
- When joining a meeting, all participants will be muted and their video turned off, except for the board members, commissioner, and board secretary. The Zoom facilitator(s) will monitor all participant audio/video connections throughout the meeting.
- The same protocols that take place at an in-person meeting apply to the Zoom meeting. Guests are to only speak (and turn on their video) during the public comment session or if pre-scheduled to present as part of an agenda item.
- The board will use the same protocols for public comment as are used for an in-person meeting. During the public comment period, the board chairman will ask if members of the public would like to provide public comment. During this time only, members of the public may raise their hand to note their interest in providing public comment.
 - Using your computer: Click on the icon labeled 'Participants' at the bottom center of your screen. At the bottom of the window on the right side of the screen, click the button labeled 'Raise Hand.' Your digital hand is now raised. Lower it by clicking the same button, now labeled 'Lower Hand.'
 - Using your phone: Press *9 on your phone's keypad.

The board chair and/or board secretary will then call on each member of the public by name (or by phone number) using the Zoom participant list and ask the individual to identify themselves before proceeding with their public comment. The Zoom facilitator(s) will unmute/re-mute participants as they are called on.

- If there is a need for an executive session it will be noticed in the meeting agenda and in the official public meeting notice. The Zoom facilitator(s) will keep the public meeting open until the board returns from their executive session. The Zoom facilitator(s) will also be allowed to update any public participants if the board is going to extend the executive session and for how long. Board members will leave the public Zoom meeting and join a private Zoom breakout room to conduct the executive session. Once the executive session has concluded, board members will rejoin the public Zoom meeting in order to take action, if needed, and adjourn the meeting.