



Benton Soil and Water CONSERVATION DISTRICT

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Etiquette for use of Chat during Zoom Board Meetings

The Chat feature in Zoom is a useful tool but has the potential to be misused, leading to distraction or conflict among attendees. Whenever possible, communication during Board meetings should be conducted aloud by voice. The use of Chat during Board meetings or other official Benton SWCD meetings should be as minimal as possible and limited to relevant topics and purposes including:

- Sharing links to websites or documents related to the topic currently being discussed.
- Informing others if you are leaving the meeting or stepping away for a moment, so as not to interrupt the verbal conversation.
- Asking questions or making comments **ONLY** if you are unable to use your microphone.
- Voting on action items **ONLY** if you are unable to do so aloud or on camera with a raised hand.
- Informing the meeting host if you are having technical difficulties so they may help you.
- Taking Public Comment during the meeting's public comment period, as determined by the Board Chair.

The Zoom Chat feature should **NOT** be used for:

- Comments or questions unrelated to the topic at hand.
- Private conversations between yourself and another attendee.
- Expressing opinions or views that could be deemed offensive or disrespectful to any other attendee, as defined by the District's Workplace Harassment Policy adopted by the Board on February 3, 2020.
- Taking Public Comments after the public comment period has ended.