

Welcome to the **[INSERT NEIGHBORHOOD COUNCIL BOARD NAME]** virtual meeting.

(OPTIONAL) This meeting will be recorded for record purposes only, please be mindful of this fact as we work through this meeting.

It is important to remember that we are all learning this new system and transitioning to this new reality during this COVID-19 pandemic. Please allow time for this Neighborhood Council to work through some technical matters as we move through this meeting. Take a moment and provide some grace to all who are attending this meeting and participating in this new virtual governance process.

Remember that the [Code of Conduct](#) applies to this meeting and all Board Members have read the Code of Conduct and understand the appropriate behavior expected of us as elected representatives of our community.

We should conduct ourselves in a civil, courteous, and respectful manner and discourteous or inappropriate behavior is discouraged.

(Consider sharing the following points at the beginning of the meeting:)

- Members of the public will be recognized by the president/chair and/or moderator.
- All remarks should be directed to the Neighborhood Council Board as a body rather than to any particular Board Member or any member of the staff or audience and should refer to staff by title and/or department.
- When speaking, please do so in a civil, non-argumentative and respectful manner. There will be differences in opinion. You might not agree with everything that is discussed, but please be open to hearing other people's perspectives.
- Other than asking a question to clarify a statement, Neighborhood Council Board Members should refrain from entering into a dialogue with the speaker during public comment.
 - Public comment is not intended for a discussion between the Neighborhood Council and the speaker and should not be used for that purpose.
 - Public comment is not be used as a time for problem-solving or reacting to comments made but, rather, for hearing the stakeholders for informational purposes only.

- Please mute yourself after you have made your comment since background noise disrupts the meeting.
- The Moderator will be reviewing the “Participants” panel to see who raised their virtual hand and keep track of the order to call upon for comment. When you are called upon by the Moderator, you will be unmuted. If you wish to speak, please dial * 9 or press the “raise hand” option in Zoom.