**HOD Etiquette for Virtual Meetings**

Key Points

* Unless speaking, please mute your device
* Avoid sidebar communications while someone is speaking unless you are communicating with your fellow delegate
* Professionals debate motions and not people
* Prepare your comments prior to speaking
* Introduce yourself and your affiliate once recognized by the Speaker
* Each delegation may speak to a particular topic only twice for a maximum of 5”
* Each delegate will designate one individual to vote for their delegation.
* Refer to others in the third person when addressing them (e.g. “The Delegate from Pennsylvania makes a great point, however, I would like to add….”
* Executive Session
  + Proceedings are CONFIDENTIAL
  + Nothing is discussed outside of meeting with anyone who didn’t attend the Executive Session
  + No notes or recordings may be taken
  + No official actions may be taken
  + Speaker may permit persons other than HOD members to participate
* Democratic principles will be used to guide proceedings
  + Majority or consensus is 51%
  + We may not all agree on every issue but we must be agreeable in our disagreements
  + Once a decision has been made, everyone must support it

This is a new process for all of us and despite all of our efforts to rehearse and prepare, this likely won’t be perfect. Your preparation, attention, and participation is both welcomed and sincerely appreciated.

HOD Etiquette for Virtual Meetings