

Special Practices for the PEVA Zoom Meeting

1. Commissioners are requested to join the meeting on **individual devices** (one person, one de-vice). Only one vote per device may be recorded.
2. Commissioners are encouraged to join the meeting on a desktop, laptop computer, tablet, or smart phone. The following are requirements for such computers:
 - High speed internet access.
 - Sound output, preferably a headset or earbuds
 - A microphone
 - A webcam (optional).
3. Only if joining by one or the other of the above options is impossible, commissioners may dial into the meeting using either a traditional or cellular phone. Please notify Raymond or Jessica if you will be using this option (757-397-7063).
4. Commissioners are **STRONGLY ENCOURAGED** to attend one of 3 (30-minute) orientation classes: Tuesday, October 13, 10:30 a.m., Saturday, October 17, 9:30 a.m., or Tuesday, October 20, 9:30 a.m. The class will be held via a Zoom webinar.
5. Commissioners will have access to their camera and microphone. Commissioners will mute themselves during the meeting
6. If commissioners wish to be recognized, they should use the “Raise Hand” feature. Those entering the meeting via a traditional phone call will enter “*9” to “Raise Hand.” Once you have activated the “Raise Hand” feature, please wait for the Moderator to recognize you. You will then be prompted to unmute your microphone.
7. Commissioners will only use the Chat feature to ask questions of the designated leadership or tech staff during the business portion of the meeting.
8. The “Raise Hand” feature will be used both for seeking recognition and **voting**. Please only raise your hand for those purposes. When you “Raise Hand” for voting purposes, please do not lower your own hand. The Host will lower your hand after the count.
9. **Please see the Announcement document in the Packet for Voting procedures.**
10. The Moderator, Stated Clerk and staff request your patience and forgiveness, as we are convinced that something will go wrong, no matter how hard we work to make it perfect.