



Grand Rapids/Wyoming/Kent County Continuum of Care – MI 506 Online Meeting Guidance

Prior to meetings:

- CoC staff and/or committee chair should log-on 10 minutes prior to the meeting to ensure that presentation materials are ready and to troubleshoot any issues that may arise.
- All pre-read documents should be combined and shared as a single PDF, if possible.

During meetings:

- At the beginning of each meeting, CoC staff will list participants (committee members and members of the public) in attendance. All call-in users will be asked to announce themselves at this time.
- Anyone who joins the meeting late should introduce themselves in the chat. Anyone who joins late and does not announce themselves in the chat may be removed from the meeting.
- All participants should remember to mute themselves when not speaking. If there is feedback or background noise, participants may be muted by staff.
- All meeting participants should remember to announce themselves when speaking to ensure those listening over the phone know who is speaking.
- Anyone disrupting the meeting by using offensive language or actions may be removed from the meeting.
- If you are having trouble connecting or with your technology, please note that CoC staff cannot usually troubleshoot as the issue is likely with the platform or your equipment. Staff recommend contacting your organization's IT department if a problem persists.
- Voting:
 - o Verbal votes are acceptable for the approval of agendas, minutes, and adjournment. All other votes should be conducted using the chat feature, votes can be voiced for attendees who do not have access to the chat feature. If there is not consensus, the committee chair will ask for a vote via roll call.
 - o A poll feature will be used for the approval of minutes and adjournment during general membership meetings.
 - o E-ballots will be used for issues that require a full membership vote to ensure an accurate vote total.



Timeframe:

- To ensure the health and safety of all participants, the CoC recommends that all committees plan hold virtual meeting through January 2021. This timeline may be adjusted based on the situation and to comply with regulations and guidance from federal, state, and local authorities. Staff will review in-person meeting format for 2021 based on current circumstance at that time.