

Boise Regional REALTORS® Virtual Meeting Policy

Adopted March 2021

The purpose of this Virtual Meeting Policy is to ensure that meetings held virtually are as efficient and effective as in person, if not more so, while ensuring all participants have the ability to communicate and collaborate with each other, in addition to maintaining their fiduciary duties.

- Participants should logon early to work through any connectivity, audio, or video issues, or reach out to the staff in advance of the meeting for assistance. To improve video quality and overall connectivity, close any open browser windows and other applications.
- To reduce background noise, participants will keep microphones on mute unless speaking or voting, and where possible, will turn off any audio notifications on their computer or phone.
- The preference will be for all participants to attend with video on, the expectation to remain on camera and present throughout the meeting. All participants will rename their profile to their first and last name. For those participants that are only able connect via conference call, they will state their name before speaking. Anyone whose identity cannot be verified may be removed from the meeting, especially for those that are closed or by invitation only.
- Participants MAY NOT be driving during a meeting, on or off camera, as the association could be liable should there be an accident. Participants who are driving must remove themselves from the meeting immediately otherwise they will be removed by staff. No exceptions.
- Participants MAY NOT engage in showings, inspections, open houses, other meetings, etc., on or off camera, as confidential information could be revealed to non-participants. No exceptions. Participants should further avoid multi-tasking out of respect for the group and to reduce distractions.
- In closed or private meetings, participants must join from a private space (i.e., no shared offices or workspaces, living room, etc.) even with headphones so that they can speak freely and engage, as needed.
- Governance meetings will not be planned in a hybrid format to ensure every participant has the same experience and to avoid pre- or post-meeting discussions that naturally occur in person which virtual participates may miss.
- Governance meetings will not be recorded, and any chat transcripts will be used by the staff liaison for minutes or follow-up but will then be discarded as they would with any notes taken during the meeting.
- When meetings have more participants than can be viewed clearly on one screen, actions may be taken using the software's polling or voting feature, if a verbal vote is not practical.
- If necessary, the committee will use the waiting room feature for security purposes.