



West End SELPA Virtual Norms for Governance Meetings

With the current global situation, we know video/and or audio conferencing has become a viable choice for communication while maintaining social distancing. The following tips are helpful as we adapt to the video conferencing format.

1. Location and Confidentiality

Think about the location you choose for your participation in the remote conference. It should be as quiet as possible, and in an area that makes it unlikely another person or pet in the office/home will be heard or inadvertently seen (think confidentiality concerns here).

2. Use of Camera

Think about the angle of your camera, to give the most favorable view of you (we all have our best angles!), and to assure the available light isn't casting odd shadows. The best lighting is a window for natural light in front of you.

3. Use of Microphone

Since there may be several to many people on the video conference, everyone must mute their microphone when not speaking. This reduces a lot of background noise and shows respect for the speaker.

4. Governance/Business Meetings

The chair will convene the meeting and follow a structured format.

- a. The chair will ask each member to identify they are in attendance via a roll call to ensure a quorum is present.
- b. During public comment, the secretary will call for a member of the public to speak in the order of the agenda. All instructions related to public comment, as stated on the agenda, will apply.
- c. When called upon, a member of the public may unmute their phone, make comments and then mute their phone following their comments.

5. Attire

If you are on a video conference, be dressed appropriately. Even on audio only, being dressed appropriately for the conference content can help with having the corresponding mindset. If somebody shows up dressed inappropriately, the host will block their video participation.

6. Backgrounds

If you choose to use the video option, make sure your background is appropriate. It should be uncluttered and clean. Also make sure there is not a glimpse into more personal areas of your home, i.e. the bedroom or a bathroom. There are plenty of tweets and Facebook posts about bathroom sounds being heard as part of the remote conference! Zoom has virtual backgrounds you may consider.

7. Zoom Concerns

If you are using Zoom, you may be aware of some recent hacking and "Zoom bombing". The article linked here has suggestions for increasing the security of your Zoom conference. [Zoom bombing: What it is and how you can prevent it in Zoom video chat](#)

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8265 Aspen Avenue, Suite 200 ▪ Rancho Cucamonga, CA 91730
909/476-6188 ▪ Fax 909/476-6162 ▪ weselpa.sbcss.k12.ca.us

Participating Districts

Alta Loma ▪ Central ▪ Chaffey ▪ Chino Valley ▪ Cucamonga ▪ Etiwanda ▪ Mt. Baldy ▪
Mtn. View ▪ Upland ▪ San Bernardino County Student Service