TOD Council Virtual Meeting Procedures

- Visibility – We would like to see who is joining us. Please make sure your camera is turned on and full name listed.

- Mute – Please check to see that your microphone is muted to avoid any unnecessary noises and side conversations.   When you opened Zoom today, it should already be on mute. Unless you are speaking, it should be muted at all times.

- Introductions/Attendance - Since we don't have a sign-in sheet, we will be depending on introductions to note your attendance in the council minutes. Co-Chair will call out the agency and the member/designee will introduce him/herself using your first and last name. At the same time, please introduce anyone else from your office.

- Chat – You are welcome to use chat to let everyone know about something, but don't necessary want to say it out loud or cannot. For example, when the Co-Chair calls on you to introduce yourself, but your microphone isn't working. You can type your name and agency or company you are with.

- Speaking - When speaking, be sure to get recognized by the Co-Chair first, unmute yourself, say your full name, and then ask your question or make your comment. We request that everyone be respectful and do not interrupt the speaker.

- Questions/Comments - For those of you who are new to the council, we will allow TOD members/designees as well as guests to ask questions or make comments. To get the Co-Chairs attention, you are welcome to use chat or waive at the camera. For the presentations, we request that any questions be deferred to the end of the presentation.

- If the Co-Chair Asks for a Motion – Please state your full name when making the motion and full name to second the motion. Co-chair will restate the motion. Voting will be done by roll call of member agencies.

- The Power Point presentations and handouts will be posted on the TOD Council website after the meeting. We will notify you by email when it is uploaded.

- Anyone who did not receive today's agenda can go to the TOD Council website https://planning.hawaii.gov/lud/state-tod/. It is located on the top right-side of the page where it says TOD Council Meeting Information and Materials, and below the word Location – "Meeting Agenda".