

Village of



Mamaroneck

Village Hall At The Regatta

P.O. Box 369

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Mamaroneck, N.Y. 10543

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Zoom Meetings Etiquette for the Village of Mamaroneck

During this unprecedented time, we are turning to the use of ZOOM Meetings to conduct various Village business. We would like to take this opportunity to remind our employees, board members, and committee member of the proper ZOOM etiquette.

- Please remember to open and close your meetings.
- Be respectful, mindful, and non-confrontational to all participants in the meeting.
- Allow others an opportunity to speak without talking over one another.
- Under **no circumstances** is anyone's personal information, including but limited to a person's name, address, medical history, etc., to be discussed or a talking point during the public and recorded meeting.
- Only discuss the subject matter that is outlined in the agenda.
- If you are not the person currently speaking, it is recommended that you mute your microphone.

The meetings are recorded for posterity and we need to be mindful that these videos are part of the public record.