

MWRA Advisory Board Zoom Meeting User Guide



This Zoom Meeting User Guide is provided to all MWRA Advisory Board Members to ensure the highest meeting quality for all participants. In this guide you will find ground rules for all of our meetings, such as identifying yourself ahead of the meeting, participating in the voting process, along with guidance on how to use the standard Zoom meeting features.



The Ground Rules

Be sure to understand these simple rules:

Rename Yourself

Town/Organization, First
Name, Last Name,
Affiliation

(e.g. "Pleasantville, Mary Smith,
AB Member")

Stay Muted

Keep your microphone
muted if you are
not speaking.

Roll Call Voting

Be prepared to unmute
yourself when called,
announce your vote,
then mute yourself.

Raise Hand

Use this feature to be
recognized by the Chair
during the meeting.

Detailed instructions on how to use Zoom Tools are available on the following page



Before Each Meeting

Know before we go:

Waiting Room Setup: While waiting for the meeting to begin, use the **Participants Icon** to rename yourself and test your audio and video using the **Microphone and Camera Icons**.

Meeting Admission: Staff will admit you into the meeting from the waiting room as soon as they are prepared.

Quorum Requirement: Meetings follow **Robert's Rules of Order**, meaning a quorum must be maintained at all times to conduct official board business.

Absence Notification: Identify a proxy ahead of time if you cannot attend, and notify the Advisory Board staff as early as possible.

Late Arrivals and Early Exits: Signal the Chair by raising your hand via the **React Icon** if you arrive late or need to leave early so staff can accurately track the quorum.

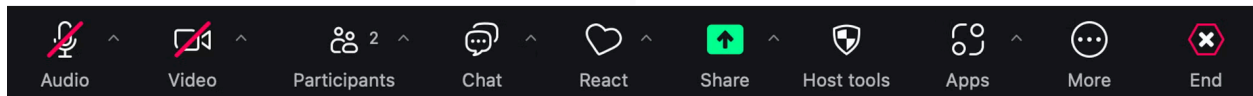
Roll Call Voting: In alphabetical order by town, followed by gubernatorial appointees, be prepared to unmute yourself when called, ensure your vote was audible, then mute yourself.



Using the Zoom Features

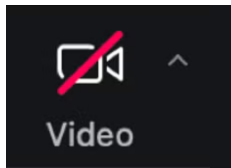
Tools for success:

Below you will find the Zoom Tool Bar, available in every Zoom Meeting, along with a Tool Bar Breakdown, with detailed instructions on how to use each Zoom Meeting Tool.



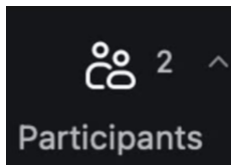
Muting/Unmuting Your Audio

To mute yourself click the microphone icon in the bottom-left corner, and a red strike-through will appear over the microphone. To unmute, click the microphone icon again, and the strike-through will disappear. It is recommended that **all participants stay muted through the meeting** unless called upon or given the opportunity to speak by the Chair.



Webcam Useage

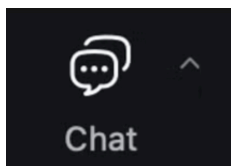
To turn your webcam off click the camera icon in the bottom-left corner, and a red strike-through will appear over the camera. To turn your camera on, click the camera icon again, and the strike-through will disappear – you will be visible to the gallery of participants.



Participants List

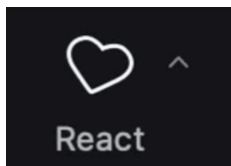
The participants list shows all the active members in the meeting.

This will open a list on the right-hand side of the meeting screen. Here you can mute yourself or **change your display name** by hovering over your name in the participants list.



Chat

The Advisory Board will only use this feature if a member can not use audio/video to communicate/vote, so please utilize the “Raise/Lower” hand option to communicate while the meeting in session.



React - Raise Hand/Lower Hand

If you want to speak or **need to be recognized by the Chair** at any point during the meeting, please click the “Raise Hand” button in the React Section. When doing so successfully, you will see a small hand icon appear next to your name on the participants list, as well as your video. Once you have spoken, lower your hand by clicking “Lower Hand”.



Troubleshooting

Should you encounter any issues during the meeting, please communicate these issues to the Advisory Board Staff - Christine.Bennett@mwraadvisoryboard.com

For more technical assistance or support, visit [Zoom Support](#)