

Points of Order for the Meeting:

- 1.) To assure clarity and coordination, the meeting will be very structured.
 - a. Avoid speaking over anyone.
 - b. There will be time after each person speaks for the Mayor to ask for comments in order.
 - c. Keep in mind that all discussions, including chat, are recorded.
- 2.) The Mayor will chair the meeting as normal. The Mayor will use the Agenda to facilitate discussions.
- 3.) The Mayor will need to specifically call on each councilman/participant to be recognized. You are asked to use the raise hand feature to request to be recognized.
- 4.) He will yield the floor to each Committee Chair to make their report.
- 5.) At the end of their comments/report The Committee Chair will formally return the floor to the Mayor.
- 6.) The Mayor will ask for public comments and discussion. All in attendance will be unmuted for this period.
- 7.) The Mayor will be designate as Co-Host so he can have control of the tools as well.
- 8.) Documents will be displayed as they are discussed.