**Protocols for Zoom meetings with sign language interpreters participating.**

**The Chair  
Will open with a brief summary/introductions;  
Will guide the discussion and moderate turn taking and questions;  
Will bring up agendas, and will call on people to answer;  
Will pause between different agendas to allow for comments and questions;  
For voting, will ask who is in favor, against, and abstaining;  
  
Members  
Will introduce themselves at the beginning of the meeting once name is called to determine if present;  
Keep devices muted unless you are speaking;  
If using the videoconferencing platform, will raise their hand to speak, and will wait to be recognized by the Chair before proceeding;  
Identify yourself before you start talking to ensure that everyone knows who you are;  
If asking a question of another member, say the person’s name so it is clear who it is directed at.  
  
Zoom Attendees**

**Attendees who are deafblind should make sure you have a good background (black), and a good contrasting, solid color top so we can all see you clearly.  
Do not sit with a window or bright light behind you.  
Sign clear. Depending on your or other's internet, you may be blurry and hard to see if you sign fast. Slow down when you are signing to make it easier to understand.  
Be flexible if we need you to move closer to the camera. If you are sitting too far, then you may not be seen.  
  
Meeting Guidelines  
  
We will be using the spotlight feature on Zoom to make sure that everyone will be able to see the person signing, either the interpreter or one of the attendees.  
  
If you want to share information, make a comment, or ask a question, please raise your hand. The interpreter will let the people on the phone know you raised your hand. Please keep your hand up until the Chair, or other person running the meeting calls on you, then you will be spotlighted. When you are spotlighted, you will be informed by the interpreter to proceed with your comments. If you are not spotlighted, you cannot be seen by individuals who are deafblind.**

**If there are people talking when they are not spotlighted, the meeting will pause to explain the rules again, because if you are not spotlighted, the people who are deafblind can't see you, they don't know what you are saying, and are not being included in the conversation. Equal access is important.**

**Please say your name every time you talk so that the other people on Zoom, and the hearing people on the phone know who you are.  
  
If you are asking a question of a specific person, make sure you say the name of the person the question is directed to.  
  
Be aware there will be interpreters to provide ASL/English translations. Allow them time to catch up before the next person starts talking. Limit members talking at the same time, or side conversations, as it makes it difficult for the interpreters to hear the conversation.**