

## **TML Small Cities Advisory Council Virtual Meeting Procedures**

- Stay muted until you are prompted to speak, if possible.
- If you'd like to speak, press the Raise Hand button, which is located in Reactions on the bottom menu bar. TML staff will unmute you or ask you to unmute.
- If you'd like to make a motion or second, press the Yes button (green check mark). You can find the Yes button under Reactions.
- For final voting, you'll be asked to press the No button (red x) for opposed (nay) only. You may also say opposed. No action will be needed for approvals/in-favor.
- Update your display name to include your name and city.
- If you have any technical issues, please log out and rejoin. If this doesn't work, log in using another browser.
- If there are technical issues that cannot be fixed, a meeting update will be sent after the meeting ends.