

LWEA RA Meeting Protocols for Members Attending Remotely

Roles

- Participant/Attendees: building reps are the primary participants to RA. Attendees include guests and members who observe; attendees do not vote but may ask questions.
- Minutes: an LWEA staff member takes minutes during the meeting.
- Chair: the LWEA president serves as chair of the RA.
- Moderator: the LWEA vice-president serves as moderator for the RA.
- Chat Monitor: an LWEA staff member(s) monitors the chat during RA.

Norms

- Ensure that your display name includes your first and last name and building or role if possible.
- Enter the meeting muted and with camera off.
- Raise hands to enter the speaking queue.
- Unmute and turn on camera when it's your turn to speak.
- LWEA RA is a forum for the meaningful exchange of information and ideas, and for expressing concerns. Consistent with LWEA's written value statement, the exchange of ideas, information, and concerns are expected to be expressed with respect and a value for solidarity among membership.
- **Keep individual identities confidential. Do not share anything that was discussed in confidence during the RA meeting.**

Use of chat; speaking order

- The Moderator will look for raised hands and announce the speaking order via the chat. Raise your hand to enter the speaking queue.
- Chat is disabled during the "Informational Items" segment of the meeting. If you have a question during "Informational Items" raise your hand to enter the speaking queue.
- Chat is turned on during the "Discussion/Action Items" segment of the meeting. During this time, the Chat Monitor(s) and Moderator are the single recipients of participant chat messages.
- The Chat Monitor will monitor the chat. They will work to consolidate similar questions, answer via chat directly to the member asking a question when appropriate, and push answers to certain questions to the entire group via the chat.

Sending concerns in advance of RA

- Reps should send concerns to be discussed at RA in advance of the meeting to askLWEA@washingtonea.org
- Deadline is Monday at 4 pm.
- If necessary, and when an urgent concern arises, LWEA officers may elect to hold a special, supplemental RA meeting to address urgent concerns.

Minutes

- Minutes are emailed to reps following RA.
- The previous month's minutes are approved at the start of each RA.
- **The minutes are for reps only. Do not publish to members or share with building admin.**