**CCEPD Meeting Etiquette Rules**

The purpose of this document is to set some basic etiquette ground rules and guidelines for meetings that will help to facilitate everyone being heard respectfully, and the work of the CCEPD being speedily concluded. They apply to hybrid, virtual, and in-person meetings. As with all guidelines, there may be exceptions, but these will be determined by the meeting facilitator.

**Meeting Facilitation**

* Keep comments and discussions focused on the agenda topics.
* Members need to wait to be recognized by the meeting facilitator.
* Meeting attendees will be respectful of invited guests and CCEPD members, including their perspectives. We encourage Members to provide input from their shared experience on the information provided by invited guests and how the policy or issue works.
* CCEPD members will be called on before members of the public.

**Hybrid Meetings**

* Chat should be limited to only necessary communication as it is not accessible to everyone and can be distracting.
* If members of the committee or public are having issues with participating in a virtual or hybrid meeting, they can send a chat on their technical difficulty.
* Members participating virtually will keep their cameras on unless they are having technical issues or are attending by phone.
* Use basic etiquette – use “raise hand” feature and wait until called on before speaking; one person speaks at a time using their name before speaking; and mute yourself while listening to the meeting.
* Questions and conversations will alternate between members participating virtually and those in same location.

**Member Expectations**

* Discussions should be focused on the issue at hand, no side conversation.
* Members should ask questions, share information from their lived experience and communities to presenters, and bring up potential issues, ideas, and perspectives to presenters, when there is an opportunity.
* Engage with staff on issues and share feedback on documents and information provided for all meetings of the CCEPD.
* Every member is encouraged to help keep the agenda moving and gently enforce meeting behavior by reminding the group or the individual of the guidelines for meeting etiquette or the agenda item at hand. This will support the facilitator and make everyone share the responsibility for a successful meeting.
* Members must understand any conflict of interest when engaging on issues before the CCEPD. Talk to the Executive Officer before the meeting if you think you have a conflict of interest.