

PO Box 175
Chesterfield, NH 03443



603-363-4624
www.nhchesterfield.com

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Standard Operating Procedure

Zoom Virtual Meetings

**Board of Selectmen, Planning Board, Zoning Board of Adjustment, Budget Committee,
Conservation Commission and Economic Development Committee
(all other boards and sub-committees)**

Zoom Meetings:

Permissions

Secretary: Administrator/ Host
Board Chair: User/ Alternate Host

Order of Operations

- Secretary of Board
 - Schedules meeting
 - Invites Board & Applicants
 - Schedule chair as alternate Host

Meetings

- Host shall open meeting
- Meeting shall not open till 10 minutes prior to meeting
- All meetings should be set with attendees on mute and video off
- Board/Commission members will be on video
- No business shall be discussed until the scheduled meeting time
- Non-Board Members are asked not to share their video until recognized to speak
- If chair is unavailable, the secretary will make the next appropriate Board member the host

- Vacations/Sick Time
 - Secretary shall schedule in advance to avoid conflict
 - Should Secretary become incapacitated the Secretary from another Board shall become administrator and set meetings as necessary