



Ocean Wave Quilters

Policy: Using and Participating in Zoom

General Information:

A Zoom account has been set up for the Ocean Wave Quilters for meetings, workshops, studio tours, retreats, etc. This account will be monitored by the Vice President. Additional guild board members may be provided with the account log-in information to moderate a Zoom event for the guild as appropriate.

1. Notification of Zoom meetings shall be distributed via the Ocean Wave Quilters' listserv.
2. No member shall share the Zoom access code for a meeting without approval of the Vice President of the guild. The Vice President is responsible for informing the other members of the Board of these requests.
3. Zoom meetings will be moderated by the Vice President or her designee; a co-moderator may also be assigned by the Vice President or her designee.
4. When signing into a Zoom meeting or event, participants will use their first name and last initial or some other format that makes their identity clear to other guild members.
5. Upon the start of a Zoom meeting, all participants will mute their microphones. Microphones will stay muted unless a participant has been recognized to speak by the moderator.
6. Upon the start of a Zoom meeting, all participants will activate their cameras so the Vice President can confirm that all participants are current guild members or approved invited guests.
7. After participant membership has been confirmed, participants may choose to disable their video feed. NOTE: Participants who have disabled their video feed may not participate verbally in the meeting.
8. Participants wishing to speak during the Zoom meeting will use the "raised hand" feature.
9. Images captured during a Zoom meeting as part of documenting the guild's activities will not be posted to social media or to the guild's website without permission of the individual(s) photographed.