

Karuk Tribe
Procedures for Virtual Council Meetings Open to the Membership
August 12, 2020

During this COVID-19 pandemic the Karuk Tribe will be altering its public meetings to comply with proper safety protocols. The Tribal Council will be holding the monthly Health Board and Council Meetings by video conference. All meetings are remote and will be handled in this manner until COVID-19 is under control and no longer poses a threat to our people and communities.

Starting with the health board meeting on August 13, 2020, the membership may attend the council and health board meetings during the pandemic by joining the Starleaf Video Conference with a phone or computer. Several changes will need to take place to facilitate the members in the video conference.

Changes to the council meetings

For the council and the directors that normally attend meetings, the biggest change will be that there will be two Starleaf video conference meetings for each board meeting, one for open session and one for closed session. Open session meetings will be visible on the Internet via the live stream feature, closed session meetings will not be visible on the Internet. *It is very important that no closed session business be conducted or discussed while connected to the open session meeting!* Open session meetings may have viewers not visible in the StarLeaf system, and confidentiality cannot be assured unless the parties on the agenda switch to the closed session meetings.

Both the open and the closed session Starleaf meetings will take advantage of a feature in Starleaf called “spotlight”. Initially, when any party joins the Starleaf meeting, nobody in the meeting will be able to see or here them. The moderator of the meeting has control of every attendee, including the meeting rooms. The moderator may “spotlight” one or more attendees, making them visible to everyone in the meeting. Attendees who have not been brought into the spotlight may see and hear those in the spotlight, but cannot reply.

Attendees who have joined the meeting but who have not been brought into the spotlight are considered the audience. Audience members may gain the attention of the moderator by clicking the “raise hand” icon in the Starleaf control panel. The moderator will be notified that someone in the meeting wants the attention of the attendees in the spotlight. If someone uses a phone to call into a meeting, the raise hand feature is not available. The moderator can bring the caller into the spotlight, but the caller cannot request that they be included when only connecting with a phone.

Moderator Procedures:

- 1) Every council member that joins the meeting will be immediately brought into the spotlight upon their joining the conference
- 2) Each meeting room with council members will be immediately brought into the spotlight upon their joining the conference
- 3) When the chairman or acting head of the council calls someone from the agenda, that attendee will be brought into the spotlight
- 4) When an attendee's place in the agenda is concluded, that attendee will be returned to the audience
- 5) If someone in the audience is called upon by the chairman or acting head of the council during an agenda item, for instance to answer a question, that person will be brought into the spotlight until that particular agenda item is complete or until the chairman or acting head asks they be returned to the audience.
- 6) Audience members may request to comment on an agenda item by using the raise hand feature in their Starleaf console. The moderator will let the chairman or acting head of the council know someone has requested to address the council on this item. If the chairman or acting head of the council calls upon the attendee that raised their hand, then the procedures listed above in #5 apply.
- 7) Council members may request to be taken out of the spotlight. Being removed from the spotlight is the equivalent of leaving the room during an in-person meeting. Once a council member has returned, they may raise their hand and the moderator will immediately bring the council member back to the spotlight.
- 8) The moderator will be responsible for notifying presenters when the time limit is nearly expired and when their time has expired.
- 9) Before a council meeting begins or during any official breaks, the moderator may bring audience members into the spotlight. This can be done per request, or to identify who has joined the meeting. Any such attendees will be returned to the audience when the meeting starts or resumes.
- 10) All of the above procedures apply to both open and closed session meetings.
- 11) If the meeting is an open session meeting, and the council requests to go into closed session, all council members and meeting rooms with council members must leave the open session Starleaf meeting and join the closed session Starleaf meeting. This will exclude anyone who is not supposed to hear closed session business from being able to do so.

How the membership may join meetings

In order to present to the Tribal Council, an [agenda request form](#) is required to be completed fully, including an email address and phone number. This allows a moderator to connect and disconnect individuals in accordance with the agenda. If agenda request forms are not completed and turned in one week prior to the meeting, the request may be moved to the next available public meeting.

The Tribe's meetings will be held virtually. Presenters may connect to the meeting with your laptop or alternate equipment, or call in with a phone. Virtual meeting etiquette is required to ease the presentation and allow everyone to fully hear one another. Video conferencing etiquette includes:

- Have your computer or phone on mute, until speaking
- Only those individuals called upon by the Chairman may speak
- All presenters must make their presentation within their allotted time of 10 minutes.

The Karuk Tribe uses the StarLeaf video conferencing system. Instructions on how to join the meetings will be sent to the email address in the agenda request form a few days prior to the meeting.

Tribal Council Meetings

Council Meetings are held the 4th Thursday of each month and begin at 10 AM. This is the meeting where all of the non-Health Directors report, or provide written reports, which includes Executive Director, Natural Resources, Land, Transportation, Education, Tribal Employment Rights (TERO), Grant Writers, Finance, Contract Compliance, Housing (KTHA), People's Center, Judicial Systems, Community Development (KCDC), Maintenance/Construction, Temporary Aid to Needy Families (TANF) and Human Resources. These usually adjourn between 4 and 5 PM.

To be added to the Agenda, contact Barbara Snider at the Administration Office at: (530) 493-1600 Ext. 2036

Agenda requests must be received by 5PM, the Thursday prior to the meeting date. Agenda requests may be submitted by fax to (530) 493-5322 or by email to bsnider@karuk.us

Health Board Meetings

Health Board Meetings are held the 2nd Thursday of each month and begin at 10 AM. This is the meeting where the Health Directors report which includes, but is not limited to; Medical, Dental, Human Services, Quality Management, and Resource Patient Management (RPMS). These meetings usually adjourn between 3-5 PM. The Health Board agendas are reserved for Health related business.

To be added to the Agenda, contact Barbara Snider at the Administration Office at: (530) 493-1600 Ext. 2036

Agenda requests must be received by 5PM, the Thursday prior to the meeting date. Agenda requests may be submitted by fax to (530) 493-5322 or by email to bsnider@karuk.us

Watching a live stream of the meeting

Every open session council meeting will also be live-streamed to the internet. People watching the live stream of the meeting cannot interact with the meeting in any way. The live stream is available for anyone who wants to watch the meeting but not participate in the agenda.

The link to the live stream for the next council meeting will be posted on the Karuk website on this page:

<https://www.karuk.us/index.php/council/meeting-information>

Video Conferencing Etiquette

- Arrive well before your videoconference starts, to ensure you test the equipment and are set and prepared.
- Do an audio check before the meeting begins to ensure that everyone can hear you.
- Minimize distracting glare and uneven lighting by pulling the shades on windows and doors and covering glass-framed wall hangings. You should minimize combining outside light with indoor fluorescent lighting to prevent problems with the videoconference camera and the quality of your image.
- Make sure the room has adequate lighting, typically what would be used for standard office work. If it's too dark, the other sites won't be able to see you clearly.
- Try to set up a back channel for communication to the other site(s) such as with Instant Message client or email. This allows for communication without interrupting the discussion.
- Emails: bsnider@karuk.us or jsaxon@karuk.us
- Wear neutral, muted, or pastel solid colors. Avoid plaids, stripes, polka dots, very bright colors, and the colors white or red—they can cause distracting effects on screen. This includes bright or loud jewelry and/or loud shoes.
- Speak in a normal voice, you shouldn't have to shout.
- Talk directly into the microphone. Do not turn your head from side to side while talking or your voice will fade in and out at the remote site.
- When you start talking, JUST KEEP TALKING! Try not to ask "can you hear me?" or anything like that. Assume that everything is working fine. You will be interrupted if something is wrong.
- When possible, keep your microphone muted when you won't be speaking for several minutes or more. Un-muted microphones can be the single most important problem communicating during a videoconference meeting.
- Do not speak or have side conversations from the audience, if you are on the agenda then wait your turn to speak and speak clearly into the mic at the podium.
- Be natural, but limit excess movement to avoid looking jerky on screen. If you walk around while speaking, remain in a small area at the podium and walk slowly.
- When videoconferencing with many sites, start your comment by saying your name and location (for example, "This is Pat in Happy Camp.") Doing so helps the video equipment switch to your site and also helps other sites identify who is speaking before the video monitor catches up.
- When your microphone is on, do not hold side conversations and do not rustle papers or make tapping sounds near the microphone. Any sounds you make will be heard by the other sites and can be distracting.
- Direct your questions to a specific site, and preferably a specific individual. Expect a few extra seconds of delay in getting an answer because of the technology and distance involved (at minimum, un-muting the microphone).

- Do not cause echo. If you are causing echo, it will disrupt the videoconference. If necessary, keep your microphone muted until you have to speak, and then quickly mute it when you are finished.
- Look directly at the camera as often as possible. This will give the remote site the impression that you are looking directly at them.
- Do not come to the meeting unprepared or scattered. Take time prior to meetings to ensure all documents are at all sites, make sure all materials were included in the Council packets prior to the meetings, so they may reference it.
- Come prepared!! Stay to your time to allow the other sites to have question and answer time.
- Be respectful of the Director's time, but also the Council's time to ask questions
- Be considerate of each person in the room and remember to utilize technology as a tool for success.