

GMAC Member Etiquette

Please arrive promptly at 1:00 pm for monthly Meetings. For virtual/zoom meetings, you are encouraged to log in 10 – 15 minutes early to ensure video and audio connectivity.

To the extent possible, please stay through the entire meeting. Meetings usually run until approximately 3:30 pm.

If you are unable to attend a meeting, please contact Tammy Kyllo, Committee Secretary, at tkyllo@actransit.org or 510-891-7175 by **4:00 pm the DAY BEFORE** the scheduled meeting.

During meetings, if you would like to speak on an item, raise your hand, or use the “raise hand feature” in zoom, so that the Chair recognizes you and gives you the floor. When called upon, please state you name so the members who are visually impaired, know who is speaking.

Allow other members to finishing speaking. Do not interrupt.

During in person meetings, please refrain from engaging in side conversations during the meeting, for personal discussions are disruptive and are amplified by the Community Room sound system.

During Zoom meetings, please mute your microphone to silence any background noise that may be distracting.

To the extent possible, please direct your comments to the current topic. Additional comments regarding non-agenda items shall be reserved for “Member Communications and Announcements”.

Please silence your cell phones (either off or vibrate). If you must take a call, do not answer inside the meeting. Please step out and return the call to avoid disruptions. During virtual/zoom meetings, ensure your microphone is muted should you need to answer a phone call.

Please refrain from wearing scented products to in person meetings as there may be persons present with environmental illnesses.