

**VHOD Etiquette**

* You must be on a computer to vote as voting will take place via polling questions
* If on the phone, let us know during the roll call
* Put your full name on Webex so it can be seen by everyone
* Only unmute yourself when recognized by the Chair of the HOD, otherwise you must remain muted
* If you have any questions about Webex please contact Shaun Flynn ([sflynn37@gmail.com](mailto:sflynn37@gmail.com))