

## **Commonwealth Automobile Reinsurers Remote Meeting Protocols**

### **(Upon opening the meeting, the Chair will read the following notes)**

- This meeting is hosted remotely via video conferencing software and is being recorded.
- Committee members, essential staff members and CAR counsel are required to turn on their video.
- All other attendees are asked to turn off their video until they have been called upon to speak. This will help the Chair, committee members, and attendees to better follow the discussions of the committee.
- Attendees are requested to mute themselves to avoid background noise that is disruptive to conducting the meeting.
- All attendees are reminded that we are conducting official business of CAR. Therefore, to ensure professional conduct and effective communications, if you wish to speak, please raise your hand so that the Chair may recognize you.
- The Chair will call on individuals by name who have raised their hand, so please remain silent until you have been recognized by the Chair.
- When the Chair has recognized you to speak, please unmute yourself, provide your comments, and re-mute when you have finished speaking.
- All votes of the committee will be rollcall votes, wherein committee members will be asked individually for their vote.