<table>
<thead>
<tr>
<th><strong>COCA Call Guidelines</strong></th>
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| **Respect everyone’s participation.**  
Everyone on the call is volunteering their time and knowledge. |
| **Respect everyone’s opinion.**  
Everyone on the call has a unique point of view and contributes to the great work. Everyone may not agree, but respect is expected. |
| **Use the mute feature when not speaking.**  
Mute your phone through your mute button or by pressing *2. Mute can be turned off and on this way. |
| **Stay on topic.**  
Time is limited. When agenda items are being discussed, respect everyone’s time by staying on the topic. Other discussions can be mentioned to be added to the ‘parking lot.’ |
| **State your name before speaking.**  
Voices can be confusing. State your name to allow clear communication. |
| **If you’ve spoken on a topic, allow others to speak.**  
Time is limited. Allow others an opportunity to speak on it, once you have spoken. |
| **Respect time limits.**  
When time is called, further discussion will be moved to the parking lot. Additional discussion can also be emailed to the Co-chairs. |