

## COCA Call Guidelines



**Respect everyone's participation.**  
Everyone on the call is volunteering their time and knowledge.



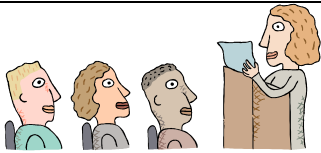
**Respect everyone's opinion.**  
Everyone on the call has a unique point of view and contributes to the great work. Everyone may not agree, but respect is expected.



**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.