 Department of Shared Administrative Services
Meeting Policy and Etiquette

PURPOSE
This policy is established to create best practices regarding Department of Shared Administrative Services (SAS) employees conducting or attending meetings to ensure efficiency, respect, and professionalism.

SCOPE
This policy applies to all in-person meetings held by SAS employees when participants are in the same building or physical space. This policy also applies to all Teams meetings held by or attended by SAS employees when participants are working remotely. All relevant State and SAS rules, procedures, and policies are applicable.

POLICY
In-person meetings are the standard for on-site employees unless a meeting participant is working remotely. This policy aims to enhance collaboration and communication by prioritizing face-to-face interactions. It also provides guidelines for scheduling, preparation, and maintaining professionalism during meetings.

Guidelines for In-Person and Teams Meetings

Scheduling and Preparation
1. For in-person meetings, book meeting rooms in advance through the Outlook system.
2. Send meeting invitations with a clear agenda at least 24 hours before the meeting, if applicable.
3. Confirm attendee availability and adjust the meeting format if key participants cannot attend.

Professionalism
1. Dress appropriately for the organization's culture and meeting type.
2. Greet all attendees respectfully upon arrival.
3. Maintain a clean and orderly meeting space.

Technology and Devices
1. Silence all electronic devices before entering the meeting room.
2. Avoid checking phones or other gadgets during the meeting.

Participation
1. For Teams meetings, turn your camera on during the entirety of the meeting.
2. Come prepared with necessary materials and having reviewed any pre-meeting documents.
3. Practice active listening and avoid side conversations.
4. Speak clearly and at an appropriate volume.
5. Contribute constructively and concisely, staying on topic.
6. Allow others to speak without interruption.