

**Commonwealth Automobile Reinsurers
Chair's Guide for Conducting CAR Remote Meetings**

Before the meeting is called to order:

- The Chair will identify committee members without video and request that their video be turned on or confirm that their video is disabled.

After the meeting is called to order:

- The Chair will recognize new committee members and substitutes.
- The Chair will read the following meeting rules:
 - Use of AI and other recording devices is prohibited. The meeting host will remove any AI participants entering the meeting.
 - CAR records all meetings for purposes of creating transcripts and records. Participants may refer to CAR's website to request an official recording or transcript if needed.
 - Only committee members, counsel and essential staff personnel should have their video turned on. This will help the Chair and other attendees to follow the discussions of the committee.
 - Members of the committee must be clearly audible to each other and to other attendees at all times
 - Attendees are requested to mute themselves when not speaking to avoid background noise that is disruptive to conducting the meeting.
 - Throughout the course of the meeting, when attendees wish to speak, they should raise their hand by clicking "react" at the bottom of their screen and select the "raise hand" option. For cell phone attendees, pressing *9 on the telephone keypad will "raise a hand".
 - The Chair will call on individuals by name who have raised their hand; the attendee should remain silent until called upon to speak.
 - When the Chair has recognized an attendee to speak, the attendee should unmute, turn on their video, and provide their comments. When finished speaking, the attendee should turn off their audio and video.

Motions and Voting:

- All votes of the committee are “roll call” votes:
- For the record, the Chair should identify by name both the maker and seconder of each motion.
- After the motion is made, seconded and “further discussion” is concluded, by roll call, the Chair should ask each member individually for their vote.
- After the voting is complete, the Chair should announce the results for the record, as the case may be, either “the Motion has failed,” or “the Motion has passed”. The Chair may announce the voting results, e.g., as “unanimous” “4-2,” etc., but that is within the Chair’s discretion.

Technical Issues:

- Should the remote meeting encounter technical problems that are not rectified, the Chair may decide how to address the technical difficulties, but is encouraged wherever possible to suspend discussion while reasonable efforts are made to correct any problem that interferes with a remote participant's ability to hear or be heard clearly. If technical difficulties result in a remote participant being disconnected from the meeting, that fact and the time at which the disconnection occurred must be noted in the meeting minutes.
- In an instance whereby an attendee is unable to provide their vote verbally due to an issue with their microphone, the committee member may convey their vote by a thumbs up or thumbs down, which should be stated aloud by the Chair for the record. If an attendee is experiencing technical issues that prohibits their ability to convey their vote completely, the record will reflect that the committee member has abstained from the voting on that particular issue.