

# How to Participate in BBF Quarterly Meetings and Calls

BBF welcomes all Principal and Associate Members to participate in BBF meetings. Check your company's membership level [here](#).

Please note the following items and guidance:

## Meeting etiquette:

- Please be on time or early. If you are going to be late, please let the Work Area Director know.
- Please introduce yourself by renaming yourself in Zoom with your full name and company, or verbally stating such at in-person meeting sessions.
- If you are on Zoom, mute your microphone if you are not speaking.
- Do not take the floor until you are recognized by the meeting leader (Chair/WA Dir/PS Lead/Editor).
- Address your comments to the group, not one-to-one with other individuals
- Speak loudly and clearly into your microphone if you are on Zoom, or use the in-room microphone at in-person meeting sessions.
- Do not interrupt or talk over those who have the floor, and do not engage in side discussions at in-person meeting sessions.
- Please respect the Chair's decisions including those to end comment and debate, determine the group's level of consensus, and to proceed in the agenda.
- Always yield the floor to the Chair when requested.
- Be respectful and professional.

## Meeting Operation and Group Agreement:

- The Broadband Forum Work Areas, including Project Streams, seek to reach consensus on contributions and issues under review and debate.
- The designated Chair of a meeting session (i.e., usually the Work Area Director or Project Stream Leader) has the sole responsibility to determine the group's level of consensus during that session.
- The designated Chair may use many methods to determine the group's level of consensus and where to find agreement. It should be noted that while the Chair may use an informal show of hands among these methods, this should not be misconstrued as a vote.
- The Forum's organizational structure and, if needed, escalation process are in place to handle situations where there is no consensus.
- See the [Policy and Procedures](#) for more information.