PARTICIPANT ETIQUETTE

- Background noise from participants is picked-up and amplified on the conference leader’s phone, especially if you are on a speaker-phone. Please refrain from sidebar conversations.
- Please place your phone on mute, unless you are speaking, to cut down on ambient background noise. Ensure your phone is muted if you leave the phone for any reason.
- If your line creates a disturbance or has technical difficulties, the teleconference operator may be required to manually mute your line until the problem is resolved.
- Do NOT place your phone on hold (your system’s background sound/music will play).

DISCUSSION PROCESS AND VOTING

- Chair/Executive Director/Attorney will introduce each application or agenda item.
- Chair will ask if the applicant is present and if not is there someone else present acting as their representative; ask them to state their name for the record.
- Once discussion is complete, Chair will ask if a Board member wishes to make a motion on the issue.
- Following a second for the motion, Chair will ask if there is any additional discussion.
- After discussion the Chair will call the vote. “All in favor say yes”….. “All opposed”
- If there are none opposed the motion will pass and we will move on to the next agenda item.
- If there is anyone opposed or discussion seems contentious the Chair will ask for a voice vote and will ask Board staff to call the roll. A “Yes” will be in favor of the motion, “No” will be opposed.
- When all agenda items are complete the Chair will ask if there is any public comment.
- Public comment speakers will be asked to provide names individually.
- We will take a list and chair will call on each speaker individually to address the Board.
- Chair will adjourn the meeting.