

B&C MEETING INSTRUCTIONS

As we temporarily transition to remote meetings, the following is how we propose meetings be conducted until further notice:

MEETING

- There will be no General Citizen Communication.
- Date and start time of meetings will vary, they will not follow the approved time/date approved for the year.
- Time for each meeting will be limited to an hour and a half, unless arrangements have been made in advance.
- All Members will attend remotely.
 - A quorum of members, at least, must attend remotely to convene and conduct business.
- The Board or Commission can handle all items, even if they are discussion items.
- Chair will do Roll Call; attendance and votes should be taken verbally.

SPEAKERS

- Speakers will be able to sign up in advance and speak via phone; no speakers will be heard in person.
- Each speaker will get three minutes to discuss all items they register to speak on, with no donation of time due to technical challenges. Instructions on how to register to speak will be listed on the agenda.
- All registered speakers on items will speak at the beginning of the meeting.

BOARD LIAISON

- After a registered speaker dials into the conference line provided to them by the board liaison, they must mute their telephone line until the chair calls their name. Any speaker who speaks out of turn will be disconnected.
- Please let the registered speaker know that similar to a regular meeting, depending on the number of speakers, and length of discussion, they may need to remain on the line for a period of time.
- The staff liaison will be available via phone to answer questions and take meeting minutes as they do at regular meetings.

Thank you for your continued service to the community and understanding the challenges faced making sure the services you provide are supported through the limited resources available to us. We appreciate you understanding and following the meeting schedule assignments.