

Ground Rules for Opening Public Teleconference Meetings

These instructions apply to anyone participating in this Teleconference Call; Directors, Staff and Public!

- Holding a meeting by Teleconference is at best difficult and awkward, so we appreciate your patience and understanding if any technical difficulties arise.
- We ask that you understand that the primary function of the conference line is for staff reports and discussion with the Board.
- If you wish to provide public comment, we respectfully ask that you do so under the Public Comment item on the agenda.
- Unless you are speaking, PLEASE always have your phone on MUTE.
- If you are listening in on speakerphone, we ask that take your phone off of speakerphone before speaking.
- Please speak loudly, clearly, and into your microphone, and always identify yourself before making your comment.
- Always wait for one person to finish before speaking, otherwise comments will be muddled or cut off and may miss being recorded.
- No side conversations please! Any side conversations dramatically impair everyone's ability to hear the meeting conversation (plus, we'll hear your private discussion).
- Directors, please stay on the phone from start to finish. If you cannot stay on the call for the entire meeting, please let us know before you have to end the call with us.
- Directors, all voting on action agenda items will be by Roll Call to account for each Director's vote.