

## REMOTE PUBLIC MEETING PROCEDURE

Start Recording.

Confirm attendees are muted, and chat, file sharing, screen sharing, video sharing, and similar functions are turned off.

Moderator calls meeting.

Moderator announces Roll Call.

Moderator confirms Board/Council/Commission members' video and audio is working.

Moderator introduces him/herself.

Moderator announces Agenda.

Moderator announces ground rules for public comment.

- 1) The Moderator will recognize the public and establish the order of public comment. *Where the conference software does not establish the order of public comment, the Moderator him or herself may do so. For example, the Moderator could state, "We'll now take public comment. Those wishing to provide comment are requested to announce themselves by stating their first and last name starting with individuals whose last name begins with A. Does anyone have a last name beginning with A who would like to comment?"*
- 2) Unless required by law, there shall only be one Public Comment period, which shall be immediately after these instructions. Each Attendee may only comment once for a maximum of 2 minutes.
- 3) All Attendees are prohibited from the following:
  - i. Speaking or texting when not recognized by the Moderator.
  - ii. Shouting.
  - iii. Speaking or texting outside of the public comment period.
  - iv. Causing technical disruptions, including but not limited to feedback from microphones, buzzing, etc. whether or not intentional.
  - v. Otherwise disrupting the meeting.
- 4) The Moderator may mute or bar the disrupting individual from the meeting. *Prior to excluding the person or muting them for the remainder of the meeting, the Moderator shall provide a warning to the individual that their disruption "**constitutes a breach of the peace and it must cease immediately.**" It is best to give them multiple opportunities to stop. Further, you should only take action to the extent necessary; if muting the participant solves the problem, then that should be the extent of what is done. Profanity and insults should not be considered a disruption.*

Moderator calls Agenda Item.

Moderator recognizes individual public officials to discuss (for example, "I call on Jane Smith for discussion. ... I call on Joe Smith for discussion.")

Moderator calls for ROLL CALL vote (all votes shall be by roll call).

Moderator calls for the next Agenda Item.

Moderator, in his or her discretion, may deviate from these procedures without a vote of the public body.