

FBC TELECONFERENCE PARTICIPATION PROCESS

(Adopted Unanimously October 14, 2008; Revisions Proposed for August 7, 2012)

ATTENDANCE

- Facilitator will ask commissioners or committee members to identify themselves.
- Members will offer their names one at a time. To avoid confusion and to ensure accuracy, please wait until facilitator repeats and confirms a name before offering another.
- Once attendance is complete, the agenda will be reviewed and approved by the Commission or Committee.
- Commissioners, committee members, staff and public participants should offer their names each time they speak, for the record and to ensure all participants know who is speaking.
- Members should offer their names when making and seconding motions.
- Votes will be tallied by recording members' votes by name in turn.
- Commission or committee members should announce if they have to sign-off before the teleconference meeting is complete, to ensure a quorum and accurate count of votes.

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. Use the mute function on your personal phone, or the conference muting function as follows: *6 to mute and #6 to un-mute.
- 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

- Chair/Facilitator will introduce discussion item or presenter.
- Presenter will provide overview of issue and recommendation(s) for Commission or committee action.
- Hold questions until presentation is complete.
- Once presentation is complete, Chair/Facilitator will ask if commissioners or committee members have clarifying questions on the issue, create a speaker's list, and call on members in-turn for clarification.
- Chair/Facilitator will ask if anyone from the public wishes to discuss the issue or propose alternative options, create a speaker's list, and call on participants in-turn for discussion.
- Chair/Facilitator will ask if any commissioner or committee member wishes to discuss the issue or propose alternative options, create a speaker's list, and call on members in-turn for discussion.
- Once clarification and discussion is complete, Chair/Facilitator will ask if a commissioner or committee member wishes to make a motion on the issue.
- Following a second for the motion, Chair/Facilitator will ask if there is any additional discussion.
- If the motion involves an option the public has already provided input on, then the vote is taken following any additional Commission or committee discussion; if the proposed action (motion) is materially different from what was previously discussed, an additional opportunity is provided for public comment, and then the Commission or committee votes on the motion.