

FBC TELECONFERENCE PARTICIPATION PROCESS

(Adopted Unanimously October 14, 2008)

ATTENDANCE

- Facilitator will ask Commissioner 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.
- 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.

FBC GUIDELINES FOR TELECONFERENCE/VIRTUAL MEETING PARTICIPATION

(Adopted Unanimously April 3, 2012)

COME PREPARED. Review the agenda, presentations and background documents ahead of time. Schedule at least 15 minutes to prepare for the meeting/webinar – if you don't need it you can have the time back. Do the pre-work. Make notes and be ready with questions.

TEST THE TECHNOLOGY AHEAD OF TIME. Log in the day before to ensure full access to whatever online technology is being used. Check your headset and/or telephone system.

PARTICIPATION—VIDEO AND AUDIO: If you participate using your computer for audio (using a headset to listen and/or speak) do not use the teleconference call in number (it creates interference). You can listen and/or speak using your headset through the VOIP function of your computer. If you use your computer only for the video/visual function (to view presentations) you will need to call in on the teleconference line to listen and/or speak. Participants who wish to view the presentations will need to use their computers to log-in using the meeting URL provided on the meeting agenda whether they participate with VOIP or the teleconference participation option for audio and video functions.

TURN UP EARLY. Put the web address and teleconference details in your calendar and bookmark the web URL. Set the reminder 15 minutes ahead of the call.

REMOVE DISTRACTIONS. Schedule a quiet place to participate from. Clear your desk and computer desktop. Turn off email & instant messaging. Put your cell phone aside. Put a note on your office door. Create an environment that allows you to fully participate without distractions.

TAKE RESPONSIBILITY FOR YOUR OWN PARTICIPATION. Don't plan to do any "catch up" activities during the call. If you catch yourself multi-tasking, close your eyes and listen. Avoid side conversations whether in the room with colleagues or in an online chat space. Keep your phone on "Mute" unless speaking. Never place your phone on "Hold". Be aware that when your phone is on speaker mode it transmits background noise and can interfere with the meeting.

BE AWARE OF AIR TIME. Fully participate while allowing others to do the same. Speak your name before making a comment.

FOLLOW COMMISSION'S MEETING PARTICIPATION GUIDELINES. Do not speak without acknowledgement from the chair and/or facilitator. Speaking out of turn is very disruptive to a virtual meeting.

SUPPORT THE FACILITATOR. Acknowledge questions and pay attention. Use the raise hand function to speak and wait for the facilitator to invite questions and/or comments. The facilitator will create a speakers list at all appropriate times during the meeting. Keep your phone on "Mute" (not "Hold") whenever possible.

PARTICIPATION GUIDELINES

(Adopted Unanimously May/June 1999, and Unanimously Updated April 3, 2012)

COMMISSION CHAIR

- Provide leadership and guidance to commission members, staff, stakeholders and general public.
- Provide commitment to the consensus-building process.
- Participate directly in the substantive process of seeking agreement on recommendations.
- Ensure a fair process during which all perspectives are considered.
- Enhance the opportunity for consensus building encouraging constructive discussions among the members.
- Maintain neutrality, managing meetings to help maintain the flow.
- Consult with legal staff and facilitator to resolve any procedural issues.
- Consult with senior staff and facilitator to design agendas and meeting processes that will be both efficient and effective.
- Assign staff and facilitator to provide needed information and documentation.
- Appoint all TAC, POC, workgroup and ad hoc committee members, including chairs.

COMMISSION AND COMMITTEE MEMBERS

- Keep to the agenda and meeting procedural guidelines.
- The Commission's meeting process is an opportunity to explore possibilities. Offering or exploring an idea does not necessarily imply support for it.
- Listen to understand. Seek a shared understanding even if you don't agree.
- Be focused and concise—balance participation & minimize repetition. Share the airtime.
- Look to the chair/facilitator to be recognized. Please raise your hand to speak.
- Speak one person at a time. Please don't interrupt each other.
- Focus on issues, not personalities. Avoid stereotyping or personal attacks
- To the extent possible, offer options to address others' concerns, as well as your own.
- Participate fully in discussions, and complete meeting assignments as requested.
- Serve as an accessible liaison, and represent and communicate with member's appointed stakeholder group.

FACILITATOR

- Design and facilitate a participatory and fair meeting process.
- Provide consensus-building and conflict resolution guidance.
- Enhance the opportunity for consensus building encouraging constructive discussions among the members, and that all perspectives are considered.
- Assist members to stay focused and on task.
- Facilitate public participation and input.
- Prepare agenda packets and provide meeting summary reports.

MEMBERS OF THE PUBLIC

- Respect meeting process and guidelines.
- Provide input during provided comment opportunities.
- Consult and provide input to their representative stakeholder members to enhance the efficacy of the process.

GUIDELINES FOR BRAINSTORMING

- Speak when recognized by the Chair/Facilitator.
- Offer one idea per person without explanation.
- No comments, criticism, or discussion of other's ideas.
- Listen respectfully to other's ideas and opinions.
- Seek understanding and not agreement at this point in the discussion.

THE NAME STACKING PROCESS

- Determines the speaking order.
- Participants raise hand to speak. Chair/Facilitator will call on participants in turn.
- Chair/Facilitator may interrupt the stack (change the speaking order) in order to promote discussion on a specific issue or, to balance participation and allow those who have not spoken on a issue an opportunity to do so before others on the list who have already spoken on the issue.