



### **Meeting Participation by Phone**

Members and guests who wish to participate in a council or committee meeting by phone should make a request by phone or email to council staff at a minimum of 24 hours prior to the start of the meeting. This should allow ample time for staff to set up the phone communication and send any materials related to the meeting. Staff will attempt to accommodate any requests within the 24-hour period prior to a meeting; however, it is always the member or guests' responsibility to arrange for phone participation in advance. Keep in mind that if the meeting has already started, it may not be possible for staff to provide you with the call-in information. If a member is unable to call-in to the meeting, they may be counted as absent. **It is the responsibility of the phone participant to ensure they can hear and be heard.**

### **Guidelines for participating via phone:**

- 1.) Choose a location where there is little background noise. Let your co-workers and others around you know that you should not be interrupted.
- 2.) Use the mute button on your phone when you are not speaking, but remember to unmute yourself when you do want to speak. If you do not have a mute function on your phone, you can use the phone conferencing system to mute and unmute yourself by pressing \*6 on your keypad.
- 3.) Identify yourself before speaking.
- 4.) If you must hang up before the meeting is over, please inform the committee at the start of the meeting and indicate the approximate time that you will be hanging up. If you have to unexpectedly leave the meeting, please wait until there is a break in conversation and let the committee know you are hanging up. If that is not possible, email council staff that you are no longer on the call.
- 5.) Facilitating co-chairs will make efforts to include you in the conversation, but if you would like to make a comment or if you have question, please wait until there is a break in conversation before speaking.  
5a.) Alternatively, you can indicate that you would like to speak by pressing any key on your phone twice.
- 6.) If a ballot vote will be used during the meeting, council staff will email the ballot at the start of the meeting to phone participants. Phone participants should listen for instructions during the action item when ballots will be used and email their completed ballots to council staff during the time the ballot vote is taking place.

### **Guidelines for co-chairs:**

- 1.) Remember to include those on the phone by periodically asking phone participants if they have questions or comments. Please also include those on the phone during introductions.
- 2.) Before moving to the next agenda item, make sure those on the phone have no additional questions or comments about the current topic.
- 3.) When a vote is called, be sure to ask for the votes of members who are on the phone. Co-chairs should ensure that votes are properly recorded by calling out voting members by name.
- 4.) If a participant's phone is causing distractions due to background noise, politely ask them to mute their phones.

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Approved: May 14, 2019

**Guidelines for council staff:**

- 1.) Bring name tents for those on the phone and place them by the phone.
- 2.) Send the phone procedure document to members participating by phone.
- 3.) Email a written ballot to those on the phone when appropriate.