

Town of Kingfield Zoom Meeting Etiquette for All Attendees during Board Meetings

Under the new remote board meetings policy board members are expected to be physically present for meetings but may attend board meetings via remote methods in the case of an emergency, illness or temporary absence that causes a board member significant difficulty in attending a meeting.

The Kingfield Board agrees that the public should have an opportunity to attend via remote methods however public input is not allowed. Public input must be accomplished by being physically present. The board provides a location where members of the public may attend in person for the purpose of being heard.

The board will not limit public attendance to remote methods only except in case of an emergency that requires the board itself to meet remotely.

All meeting attendees will abide by the following guidelines during all Board Meetings held by Zoom video and audio conferencing.

- ★ Meeting attendees will adhere to standard, professional meeting correctness when interacting online or by phone.
- ★ Attendees will use language respectful of all participants.
- ★ Attendees will note that all video and audio meetings will be recorded and available per Freedom of Information Act.
- ★ When joining a meeting all microphones will be on mute.*Board members and the Administrative Assistant will be un-muted as needed to discuss items and further conduct meeting.
- ★ Attendees will create a distraction free environment. Please no eating, typing or side bar conversations while meeting is taking place, side conversations are very distracting, and whispers are easily picked up on microphones.

- ★ Avoid noisy activities like typing while your microphone is on - and be sure any noisy devices in the background are turned off or muted.
- ★ Attendees from the general public and other boards and committees wishing to discuss items must notify the Administrative Assistant or Board Chairman by 4:00pm the Thursday before a Monday meeting in order to be listed on the agenda. This is to provide any necessary documentation in advance to board members in attendance and to provide the general public a 24-hour notice to determine the nature of subject matter so that they may seek further information on items of interest.
- ★ Items not listed on the agenda will not be considered unless a motion is made later in the meeting and a majority of the board agrees to add it, then it will be heard during Public Comment.
- ★ The board will take no actions as to items not listed on an agenda unless a situation arises that an action must be taken. A motion will be made, and a majority of the board must agree to take such action before another motion is made upon said action.
- ★ Actions not taking by the board may (upon board approval) be placed on future meeting's agenda under "old business".
- ★ The board reserves the right to table any items they feel necessary due to lack of information.
- ★ The governing board reserves the right to discuss items not listed on agenda provided they would normally be considered "old business" if such actions do not constitute a violation of Freedom of Access.
- ★ If the board determines an executive session discussion is needed, then the board will be required to leave the public meeting completely and join a separate meeting link that has been created strictly for the executive session.

The meeting will still follow Robert's Rules of Order and Freedom of Access requirements.

Please keep in mind this is new to us and we may need to adjust as we navigate this new meeting environment. We appreciate your patience and understanding.

Board members should refer to the "Town of Kingfield Remote Board Meetings Policy" for further details.