

## SCRIPT FOR REMOTELY CONDUCTED OPEN MEETINGS

### Confirming Member Access:

As a preliminary matter, this is [identify meeting manager – Chair, support staff, etc.]. Permit me to confirm that all members and persons anticipated on the agenda are present and can hear me.

- Members, when I call your name, please respond in the affirmative. *State each members' name.*
- Staff, when I call your name, please respond in the affirmative. *State each staff members' name.*
- Anticipated Speakers on the Agenda, please respond in the affirmative. *State each anticipated speakers' name.*

### Introduction

Good morning/afternoon/evening. This Open Meeting of the \_\_\_\_\_ is being conducted \_\_\_\_ (“via Zoom”, or otherwise to be stated). Speakers on the agenda will be participating remotely, and the Chair (or meeting manager) may allow for the public to provide comment.

[If public comments will be received]:

The \_\_\_\_ (“Board/Committee/Commission”) would like to hear public comments, and if there is further action that is required by the Board, the Chair (or meeting manager) will add the matter, as appropriate, to a forthcoming agenda. Depending on the comment, the Board may, if they are able within the confines of the Open Meeting Law, respond with information as opposed to needing to deliberate on the matter.

Please note that while an option for remote attendance and/or participation is being provided as a courtesy to the public, the meeting/hearing will not be suspended or

terminated if technological problems interrupt the virtual broadcast to individual attendees, unless otherwise required by law.

Accordingly, please be aware that other folks may be able to see you, so please take care not to “screen share” your computer. Anything that you broadcast may be captured by the recording.

### Meeting Materials

\*For BoardDocs -Supported Meetings: All of the materials for this meeting, except any Executive Session materials, are available on BoardDocs, and we recommend the members and the public follow the agenda as posted on BoardDocs unless I/the Chair notes otherwise.

### Meeting Business Ground Rules

We are now turning to the first item on the agenda. Before we do so, permit me to cover some ground rules for effective and clear conduct of our business and to ensure accurate meeting minutes.

- I/the Chair, will introduce each speaker on the agenda. After they conclude their remarks, the Chair will go down the line of Members, inviting each by name to provide any comment, questions, or motions. Please hold until your name is called. Further,
  - Please remember to mute your phone or computer when you are not speaking;
  - Please remember to speak clearly and in a way that helps generate accurate minutes.
- For any response, please wait until the Chair yields the floor to you, and state your name before speaking.
- If members wish to engage in colloquy with other members, please do so through the Chair, taking care to identify yourself.
- For Items with Public Comment:

After members have spoken, the Chair may afford public comment as follows:

- The Chair will first ask members of the public who wish to speak to identify their names and addresses only;
- Once the Chair has a list of all public commentators, I will call on each by name and afford (number) minutes for any comments.
- Public Comment for public hearings will only be accepted in person, per Open Meeting Law.