



Remote Meeting Guide

Tips for Board, Committee & Commission Members

Getting Started

Please sign on early for the meeting to allow Channel 18 staff to admit you to the meeting, to test your camera and microphone, and arrange your background and lighting.

Opening the Meeting

The Chair opens the meeting by announcing the meeting is being held by remote participation methods and providing information on how the public can join or view the meeting.

Notice of Recording: The Chair reads the notice of recording at each meeting.

Introduction of Members: Members must be introduced by a roll call.

Note on quorum: If there is not a quorum of the Board present, the Chair should continue the items on the agenda to a date and time certain and the meeting should be adjourned.

Meeting Business/Public Hearings

Public Hearings: Refer to the [Public Hearing Guide](#) and [Voting Requirements Guide](#).

Approval of Minutes: Meeting minutes must reflect the date, time and place of the meeting; the members present or absent; a summary of the discussions on each subject; a list of documents and other exhibits used at the meeting; and the decisions made and the actions taken at each meeting, including a the record of all votes.

Closing the Meeting

Adjourn: The meeting is closed by a motion and a second to adjourn and a roll call vote of members.

