

Virtual Board Meeting Platform and Public Participation Instructions

- o Notification for regularly scheduled Board meetings that will be held virtually will be placed on the CLIU website, (www.cliu.org), and posted to the CLIU central office entrances 24 hours prior to the start of the meeting.
- o Any participant wishing to address the Board will fill out the web form found here: <https://bit.ly/CLIUvb> Please note this is solely for anyone wishing to address the Board. When a participant fills out this form, their name will be called during Audience Input on Agenda and/or during Public Comment; whichever they elect on the web form.
- o All Board members and members of the public who connect into the virtual Board meeting will be placed in a waiting room. Board members and administration will be permitted to enter into the virtual Board room first. Any member of the public in the waiting room will be asked their full name if their connection does not show it, (i.e. a telephone number versus a first and last name).
- o All Board members/administrators/members of the public should mute themselves/will be muted upon entry of the Virtual Board Room.
- o The Board Secretary will ask all attendees who did not identify themselves in the waiting room to state their first and last name for record keeping purposes.
- o The Board President or designee will review virtual meeting procedures prior to calling the meeting to order.
- o During attendance/roll call votes, Board members will unmute and state their name/vote. The Board Secretary will wait and/or call a name again if a name/vote was not heard or recorded. When the Board President calls for a motion/second, each Board member willing to make the motion should identify themselves for either the motion or the second. The Board President will then repeat the names of the Board members that made the motion and second in the order in which they were heard.
- o Only one person may speak at a time. They must state their full name before speaking. At the appropriated time for audience input on agenda/public comment, the Board President or host will recognize each speakers turn via the list of names from the web forms filled out online. During this time, no one else will speak. The Board President or host will delegate the next speaker; this will continue until all comments are heard, within reason. Please note: Public comment is limited to one comment, three (3) minutes per individual in length or five (5) minutes per group with one designated speaker. If a member of the public continually impedes the business of the Board or has a disrupted connection and/or distorted audio, they will be muted upon the request of the Board President or presiding officer.
- o Should a Board member want to question or comment on a motion, please wait for the President to ask for questions following the motion. If there is a general comment from a Board member, please wait for New Business or Board Sharing.
- o The authority to mute any individual will remain with the meetings host and/or the Board President or Designee.