



### **Teleconference Guidelines – Board members**

Teleconferences are used periodically for Board communications. Please follow the following guidelines when participating in a teleconference:

1. Review and have with you, a copy of all relevant documentation before the meeting begins. This allows you to follow the discussion, especially when referring to specific documents as outlined in the Agenda.
2. Once the teleconference begins, the meeting Board or Committee chair should conduct a roll call.
3. Please do not participate in the teleconference if you are only available via cellular telephone.
4. If you get disconnected from the teleconference or have a bad connection, please hang up and dial in again.
5. Identify yourself each time you address the meeting.
6. Keep the rustling of papers, tapping fingers or pens, etc. to a minimum. A speakerphone picks up sounds and can interfere with conversation clarity. When not speaking, please press the “hands free/mute” button on your phone, which will eliminate some of the background noise. Be sure to participate from a quiet, closed-door space where possible.
7. If you have submitted an agenda item, please be prepared to speak to the item first. This allows other participants to understand your concerns over the issue.
8. Try to not interrupt another participant or speak over another participant. One person should speak at a time. Please wait for a lull in the conversation and then direct your comments/questions to the chair, who will recognize you.
9. Remember to speak clearly and audibly so that everyone can hear you.