

## OUTAGAMIE COUNTY TELECONFERENCE GUIDE

**PHONE NUMBER AND ACCESS CODE:** For each teleconference meeting, a phone number will be provided and a new access code for every meeting. The access code is unique to each meeting. The information will be provided in the email and on the agenda.

**CALL IN ON TIME:** Please connect to the teleconference five minutes prior to the start time to allow for any technical difficulties. If you are using a cell phone, be sure that the location you are calling from has a strong/stable signal to lessen the chance of any disruptions during the teleconference.

**CALL IN FROM NOISELESS LOCATION:** Prior to the beginning of the meeting, determine if you have a phone that has a mute button. A mute button will block out any background noise. If you do not have a phone with a mute button, please pick a quiet location that will not have background distractions. Please do not have side discussions, ruffle papers or tap on computer keyboard during the meeting.

**ANNOUNCE YOURSELF BEFORE SPEAKING:** Begin by addressing the chairperson, "Mr. Chairperson" to get attention, then announce yourself using your first and last name prior to speaking.

**AGENDA ITEMS:** For each agenda item, the chairperson will identify who will be leading the conversation.

**QUESTIONS:** The chairperson will ask for questions multiple times until there are no members stating their name. If you are directing a question to a specific person, please be sure to state their name clearly.

**VOTING PROCEDURE:** All votes will be by unanimous consent. The chair will ask for abstentions then the chair will ask if there are No/Nay votes. If there are not, the vote passes by unanimous consent. If there are no/nay votes, the chairman will proceed with a roll call vote.

**MOTIONS:** To simplify making motions, the sponsoring committee chairperson will be asked to make the motion to adopt.

**DO NOT INTERRUPT:** Please do not interrupt anyone that is speaking, please allow them to finish their thought/input.

**DO NOT PLACE THIS CALL ON HOLD:** When a call is placed on hold, there could be unwanted sound that will disturb the meeting.

THANK YOU for your flexibility and support.