Clear Creek Community Services District (CCCSD)
Teleconference Meeting Protocols
(Drafted March 29, 2020)

The guidance below provides useful information for accessing CCCSD meetings remotely and establishing protocols for productive meetings.

BOARD MEMBERS:

- **Attendance**. Board Members should attend the District meeting remotely from their homes, offices, or an alternative off-site location. As per the Governor's updated Executive Order N-29-20, <u>there is no longer a requirement to post agendas at or identify the address of these locations</u>.

- **Agenda**. Agenda packages will be made available on the District's website. They will also be sent by email to all Directors. Note that under the circumstances, District staff may not be able to distribute paper packets.

- **Director Participation**. Meeting Chair will recognize individual Board Members and unmute their device so that comments may be heard or will read comments if they are provided in writing only. Remember all votes must be by roll call.

PUBLIC PARTICIPATION:

- **Attendance**. Members of the public will be able to hear the public meeting via phone. Information about how to observe the meeting is listed on the agenda of each meeting.

- **Agenda**. The Agenda will be made available on the District's website and on the Firehouse bulletin board.

- **Public Participation**. The public can observe and participate in a meeting as follows:

HOW TO OBSERVE THE MEETING:

- **Telephone**: Listen to the meeting live by calling FreeConferenceCall at (425) 436-6340. When prompted, enter the Access Code 147395 followed by the pound (#) key.

FOR ALL PARTICIPANTS:

- **Ensure Quiet**. Please mute all devices when not speaking during the meeting. Please make every effort to find a location with limited ambient noise. Please turn off the ringer on your phone and other notification sounds on your devices to reduce interruptions.

We anticipate that this process of moving to a teleconference meeting will likely include some challenges and hope that all will bear with us as we navigate this process.

-- END OF MEMO --