

CTM Standing Rule - Teleconference Meetings

A. Purpose. To establish procedures for conducting teleconference meetings by the Board of Trustees of Clifton Town Meeting. Video conferencing, teleconferencing and email meetings are acceptable types of electronic meetings. Teleconference Board meetings are less desirable than in-person meetings, and shall only be conducted when it is not feasible to meet in-person due to urgency or special circumstances (such as bad weather or failure of attempt to find a date for an in-person meeting).

B. For email meetings, see CTM Electronic Discussion and Voting Standing Rule.

C. Procedures for Teleconference Meetings

1. Meetings of the Board are public per the Bylaws.
2. Members of the Board (Trustees) need to have access to a phone and the skills to participate in teleconference meetings.
3. All electronic meetings shall have a presiding officer and secretary, and these roles could be filled by one person.
4. The presiding officer shall send written notice of meeting to all Trustees and assure publicity throughout the neighborhood. Email shall constitute written notice.
5. The written notice shall include:
 - a. the official start time;
 - b. Meeting access information such as phone number, access code, and contact information for the party calling the meeting.
 - c. the agenda;
 - d. supporting documentation for business to be conducted.
 - e. whether the meeting will be decision making or informational; and
 - f. the intended end time for the meeting.
6. The presiding officer shall initiate the call 5 minutes before scheduled start time, call the meeting to order at the designated time and call the roll of attendees to determine the presence of a quorum.
7. The presiding officer shall announce each agenda item in order and moderate discussion. The moderated discussion will provide opportunities for Trustees and non-Trustees to participate.
8. If you wish to speak, first seek recognition by the chair by merely stating your name. Then wait until called upon to speak.
9. The presiding officer may at her/his discretion relax formalities or increase them.
10. For decision making meetings:
 - a. Presence is established by a call of the roll. Once participation is established by the presiding officer and a quorum is reached, it is presumed the quorum continues unless Trustees advise they are leaving the meeting or fail to respond to a roll call.
 - b. All votes on a motion shall be by roll call;

- c. The presiding officer shall announce the result of the vote to the participants and assure that the results are made public at the next scheduled meeting.
- 11. Ethical standards shall be the same for teleconference meetings as for in-person meetings. Participants in teleconference meetings shall use equipment with clear transmission and make every effort to eliminate background noise such as children, music, television or pets. Best practice is to mute your phone / microphone until needing to speak.

This standing rule was adopted by the CTM Board of Trustees on November 5, 2018.