

Maine Board of Funeral Service

Board Meeting Procedural Rules for 9:00 AM June 7, 2022

1. Public access to the meeting shall be through Zoom Meeting.

The Meeting ID is: 850 7382 1633

The password is: %qny3PDE

2. Computer access is through the following link:

<https://mainestate.zoom.us/j/85073821633?pwd=WkhxMnFMOGRCY055N1FLdC9sRi9Gdz09>

3. If you are using a cell phone, you will need to download the ZOOM app via the App Store
4. Tammy Reed is the host clerk of the meeting and will perform the duties of the meeting organizer such as muting/unmuting speakers and controlling who will be displayed visually as directed by the Board Chair.
5. The proceedings will be recorded through the Zoom meeting platform.
6. The meeting will generally be conducted with only Board members displayed visually and unmuted.
7. Those accessing the meeting are asked to mute their lines unless called upon by the Board Chair. Members of the Board will remain unmuted. The host clerk, Tammy, will force mute lines until directed to unmute by the Board Chair. Participants are reminded that there are 2 levels of muting, at the user level and at the meeting organizer level. If a public member is recognized to speak by the Board Chair, it may be necessary to unmute at the user level even if the clerk has unmuted the speaker's line.
8. The use of the chat function will not be used. To the extent possible, the host clerk will disable this function during the meeting.
9. Order of Proceeding:
 - A. Board Chair shall:
 - call the meeting to order and read the introductory script and introduce participating members of the board
 - introduce participating board staff members and the Assistant Attorney General
 - introduce the agenda item, which will be presented by the Board Chair and open to Board discussion.
 - call for motion for approval
10. All motions shall be voted by roll call.
11. Public comments may be taken as directed by the Board Chair at the end of the meeting.
12. Immediately upon approval of a motion to adjourn, the Zoom conference will be terminated.