

## Maine Manufactured Housing Board

### Board Procedural Rules for Meeting February 03, 2021

9:00a.m.

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

The Meeting ID is: 842 0304 4731

The Password is: 68v@x7S\$

2. Computer access is through the following link:
3. <https://mainestate.zoom.us/j/84203044731?pwd=V0xuMDU0RWdjampTTDY5cHZnT3NGQT09>
4. If you are using a cell phone, you will need to download the ZOOM app via the appropriate App Store
5. Heather Greenleaf is the host clerk of the meeting and will perform the duties of meeting organizer such as muting/unmuting speakers and controlling who will be displayed visually as directed by the Board Chair.
6. The proceedings will be recorded through the Zoom meeting platform.
7. The meeting will generally be conducted with only Board members displayed visually and unmuted.
8. 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, Heather Greenleaf, will mute all lines until directed to unmute by the Board Chair. Participants are reminded there are 2 levels of muting: the user level and the meeting organizer level. If a public member is recognized to speak by the Board Chair, it may be necessary for the user to unmute even if the clerk has unmuted the speaker's line.
9. The use of the chat function will not be used. To the extent possible, the host clerk will disable this function during the meeting except between the host clerk and the Board Chair.
10. Order of Proceeding-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 be presented by the Chair and open to Board discussion. Public comments may be taken as directed by the Board Chair.
  - Call for motion for approval
11. All motions shall be voted by roll call.

11. Immediately upon approval of a motion to adjourn, the Zoom conference will be terminated.