

Board of Licensure of Architects, Landscape Architects, and Interior Designers

Meeting Procedural Rules for 9:00 a.m. June 20, 2021

1. Public access to the meeting shall be through Zoom Meeting.
2. Computer access is through the following link:

<https://mainestate.zoom.us/j/84410312025?pwd=R2MrdG5BcHRjTmpXeIhFMzgrMzNPQT09>

Meeting ID: 844 1031 2025

Passcode: 8D\$SEwLx

One tap mobile

+13017158592,,84410312025# US (Washington DC)

+13126266799,,84410312025# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 408 638 0968 US (San Jose)

3. If you are using a cell phone, you will need to download the ZOOM app via the App Store
4. Kim Baker 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.
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 Chair. Members of the Board will remain unmuted. The host clerk, Kim Baker, will force mute lines until directed to unmute by the 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 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 except between the host clerk and the Chair.

9. Order of Proceeding:

The Board Chair shall:

Call the meeting to order and read the introductory script and introduce participating members of the Board.

Introduce participating staff members and the Assistant Attorney General.

Introduce the agenda item, which will be presented by the Chair and open to Board member discussion.

Public comments may be taken as directed by the Chair.

Call for motion for approval.

10. All motions shall be voted by roll call.
11. Immediately upon approval of a motion to adjourn, the Zoom conference will be terminated.