

## Maine Board of Alcohol & Drug Counselors

### Board Meeting Procedural Rules for 9:00 AM March 17, 2023

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

The Meeting ID is: 840 2010 6151

The password is: 16556906

2. Computer access is through the following link: <https://mainestate.zoom.us/j/84020106151?pwd=NUcvNUdkSncvUm9JN1BRNlhBR2lyZz09>
3. If you are using a cell phone, you will need to download the ZOOM app via the App Store
4. Cecile Sirois 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. If there is a public hearing, 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, Cecile, 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 President, 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 Board President.
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. Public comments may be taken as directed by the Board Chair at the end of the meeting
    - 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