

## City of Ashland Citizen Budget Committee

### Using Zoom:

- After the agenda is released, a Zoom link for the meeting will be emailed to Budget Committee members.
- You will receive a separate link from City of Ashland Finance or noreply@zoom.com prior to the meeting. Please make sure that you check your spam or junk mail folder as this link will sometimes be filtered in these files. Also, it is important that you not share this link as this link is only for members of the Budget Committee.
- Please make sure you are logged in before the meeting to help prevent any late starts, as quorum requirements still apply.
- A staff person will be designated as the host and the Chair will be the moderator.

### Participation:

- The moderator will run the meeting and call on individuals to speak.
- The host's job will be to help the moderator keep track of those interested in speaking. The host will also unmute participants when it is their turn to speak. When a participant is finished speaking, the participant will be placed back on mute to avoid any interruptions and background noise. Interruptions cause video and audio delays that can negatively affect participants and viewers.
- Video participation is encouraged to help with the flow of the meeting. If a Committee member is unable to use video because of technology reasons, an exception can be made by the Chair, who – with consent of the majority of voting commission members present— may amend the following rules on speaking and voting for the duration of the then-current meeting.
- A member who would like to speak should physically raise their hand so it can be seen on video by the other participants.
- If there is a presentation, members should hold their questions and comments until the end to avoid interruptions of the presentation. For the budget process, we will be asking that committee Members raise their hands if they have questions or comments. The committee chair will acknowledge those who would like to speak in the order they have raised their hands.
- All conversation must happen through the video and audio format. Members may not use the chat function for communication to maintain compliance with Public Meetings Law. However, the host may use the chat function to share a document link that is already a part of the public record and we will be using this to conduct a question and answer time after presentations as described above.
- Roll call voting will be used to count those in favor of and those opposed to a proposed action. The Chair will need to call for anyone abstaining for voting first followed by those in favor and those opposed. Those who choose to abstain from voting will be called upon to state their reasons.
- If a Committee member is submitting a motion for consideration by the Committee, please email a copy to the minute keeper and Finance Director to ensure clear transcription.

### General Meeting Reminders:

- Agendas and Packets will be released prior to the meeting, and links will be sent out to Committee Members the morning of the meeting
- Any public forum testimony is to be submitted in writing by members of the public by 12:00 PM the day before the scheduled meeting for both written and request for oral testimony during the meeting. This will be listed on the agenda and sent to members via email the day before the meeting. Written testimony will be sent via email to the Committee the morning of the scheduled meeting.
- Due to ORS 294.426 5B and publication timeline requirements by the local newspaper, any meetings added to the already established budget committee calendar must be voted on and approved by the Committee at least 11 days prior to the requested meeting dates to allow for proper noticing.
- Because of the new public forum format, adhering to the noticed meeting agenda is important to ensure all participants (Committee members, staff, and the general public) are current with what will occur at the meeting.
- There is often a learning curve when conducting and participating in online meetings but starting and ending the meetings on time is still expected. Even if you are familiar with online meetings, please give yourself and others time to account for adjustment in the meeting format and delays in technology that might occur.
- When a Committee member requests information of staff members, a vote of the entire Committee will be taken to best utilize staff time. When a majority vote of the committee has been received, the request will be forwarded to staff members.
- Committee members are encouraged to submit questions to staff between meetings so that information can be gathered and provided prior to the next meeting. Requests for additional information that are likely to exceed two hours of staff time will be forwarded to the Committee for consideration at the next meeting.
- If you, as a Committee member, find that any information presented in the packet or presented is not sufficient to answer your question, please communicate any concerns to the Finance Director. It is important that this information is communicated on a case by case basis rather than in a meeting to allow for the conservation of important committee meeting time.