



Rules of Conference Call Etiquette

General Public

- 1. Join the call at least 10 minutes in advance to ensure the technology is working properly.**
 - **Phone number: 651-419-9018**
 - **Password: 16319**
- 2. The Leader will do a roll call for in-person attendees and then for remote attendees.** State your full name when the Leader asks what remote attendees are on the phone.
- 3. The Leader will announce when it is time for Public Open Forum. Hold comments or questions until this time.**
- 4. Email:** If you know that you intend to speak during the Public Open Forum or the Public Hearing for a specific application, please email the City Office prior to the meeting at cityoffices@ci.columbus.mn.us
- 5. Mute your line when you are not speaking.** Everyone participating in the teleconference can hear every noise that you make, including eating, shuffling papers, etc.
- 6. Have a good internet or cellular connection.** If possible, dial in from a landline since cell phones can be problematic depending on your connection.
- 7. Don't use other phones or gadgets during the teleconference.** This can create a poor connection or static feedback and is very annoying for callers!
- 8. Silence your phone.**
- 9. Never put the call on hold.** (Also - if you are using your cell phone for the teleconference, do not navigate to other apps such as texts, email, Facebook, Instagram, etc.).

10. **Wait... to speak until a second after the person speaking is completely through talking to avoid interrupting or talking over one another.**
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Public Hearing Etiquette-Applicant and General Public

1. **The Leader will announce the Agenda item and the public notice shall be read by city staff**
2. **The applicant or representative shall identify themselves using their full name and affiliation (property owner, applicant, etc.).**
3. **Reference Documents and Page Numbers:** Whenever you reference a document, state which document and what page number you are referencing.
4. **After the applicant has been heard by the Planning Commission, the Leader will open the floor up to the Public to speak.**
5. **Email:** If you know that you intend to speak during the Public Hearing for a specific application, please email the City Office prior to the meeting at cityoffices@ci.columbus.mn.us
6. **The Leader will ask if anyone else would like to comment that has not emailed in, if yes then give your full name and wait... to see if anyone else would as well:** Announce yourself when roll call is taken and each time before you speak. Use your full name and address.
7. **Numbered List:** If more than one person would like to comment, we will conduct a roll call and assign a number to each member of the public. We will then begin the Public Comment period with person number 1.
8. **Follow Conference Call Etiquette:** Please follow the etiquette outlined on the first page while participating in the Public Hearing process.