



JEFFERSON COUNTY RURAL WATER DISTRICT # 13

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Teleconference Meeting Rules:

1. Require each member of the public body, staff, or presenter to state their name and title, if any, each time they begin speaking or voting so that the individual can be readily identified by remote listeners.
2. Require all participants to ensure that the microphones or phones are muted when the participant is not speaking so that the ability of remote listeners to hear the proceeding is not unnecessarily impeded.
3. Describe at the beginning of the meeting whether public comment will be allowed and what process will be used to identify any individual who wishes to comment, if permitted. Nothing in the regulation shall require any public body to provide members of the public with the opportunity for public comment.
4. Describe at the beginning of the meeting the process that will be used for a closed or executive meeting pursuant to K.S.A. 75-4319, and amendments thereto
5. Clearly state each motion before the public body votes and announce the results of the final vote.

Reference: K.A.R. 16-20-1