



# All Boards Meeting

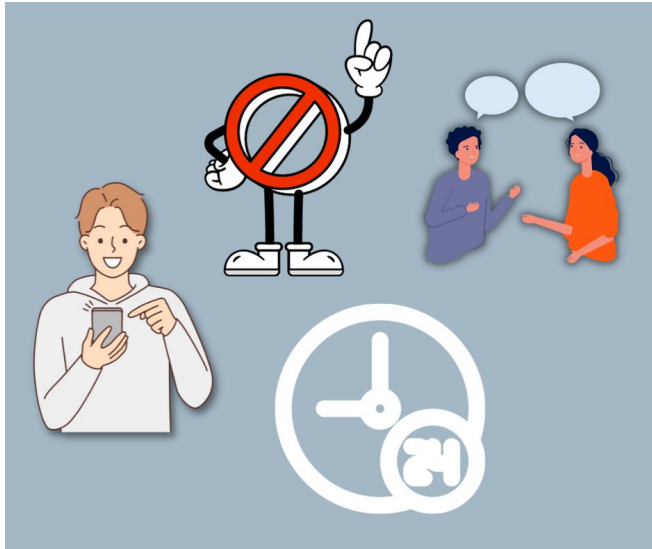
October 11th, 2023

# Introductions



# Public Meeting Etiquette / Best Practices

## Before the Meeting



- Meeting Postings
- Cancelled Meetings
- One on One Meeting w/  
Chair and new  
committee/board members
- Subcommittees/Task Forces
- Conflicts of Interest

# Public Meeting Etiquette / Best Practices

## During/Within the Meeting

- Sidebar conversations
- Document Referrals
- Difference between abstaining and recusing
- Texting during meetings
- How to open/close a meeting
- How to make a motion/take a vote
- How a public hearing differs from a meeting





# Working with Exeter TV

Bob Glowacky, Media Communications Coordinator



# What is Exeter TV?

- Public Access - Channel 6
- Education - Channel 8
- Government Channel 22

Where can you watch?

- Comcast Cable Channels
- YouTube @Exeter TV
- ExeterNH.tv
- AppleTV and Roku Apps



# Where can I find a recording of my meeting?

10/16/2023 - 7:00pm	Select Board			<a href="#">View Details</a>
10/16/2023 - 3:00pm	Human Services Funding Committee	<a href="#">Agenda</a>		<a href="#">View Details</a>
10/13/2023 - 8:30am	Housing Advisory Committee - CANCELLED			<a href="#">View Details</a>
10/12/2023 - 7:00pm	Planning Board	<a href="#">Agenda</a>	<a href="#">Packet</a>	<a href="#">Video</a> <a href="#">View Details</a>
10/12/2023 - 8:30am	BRC Sub-Committee - General Government	<a href="#">Agenda</a>		<a href="#">View Details</a>
10/11/2023 - 6:30pm	All Boards/Committees/Commissions Meeting	<a href="#">Agenda</a>		<a href="#">Video</a> <a href="#">View Details</a>
10/11/2023 - 3:30pm	Energy Committee	<a href="#">Agenda</a>		<a href="#">View Details</a>
10/11/2023 - 2:00pm	BRC Police & Fire Sub-Committee	<a href="#">Agenda</a>		<a href="#">View Details</a>
10/10/2023 - 7:00pm	Conservation Commission Meeting	<a href="#">Agenda</a>	<a href="#">Packet</a>	<a href="#">Video</a> <a href="#">View Details</a>
10/10/2023 - 6:30pm	Arts & Culture Advisory Commission - CANCELLED			<a href="#">View Details</a>
10/10/2023 - 8:30am	Tree Committee (Subcommittee to ConCom)	<a href="#">Agenda</a>		<a href="#">View Details</a>

[exeternh.gov/meetings](https://exeternh.gov/meetings)

# Microphones and how best to use them



## Things to avoid...

- Speaking too far away from the microphone
- Not facing the microphone when speaking
- Rustling papers against the microphone



# Microphones and how best to use them



## Things to do...

- Speaking within 1-4 inches of the microphone in a normal voice
- Point your mouth toward the microphone when speaking
- Keep papers away from the microphone and mic stand

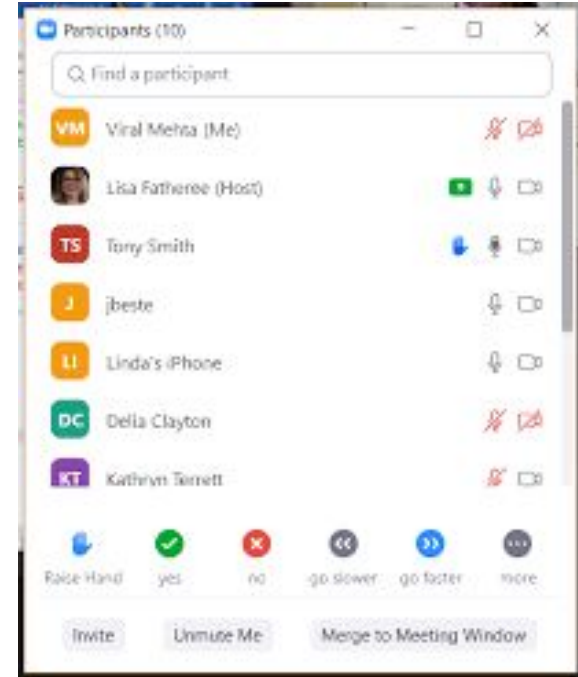
# Hybrid Meetings – Attending via Zoom

- Hybrid Meetings are possible in the Nowak and Wheelwright Rooms
- Tips for attending a meeting remotely:
  - Keep yourself muted unless speaking
  - Keep your video off unless speaking
  - Do not watch/listen to the meeting on TV or YouTube while on Zoom
- To set up a hybrid meeting, contact [rglowacky@exeternh.gov](mailto:rglowacky@exeternh.gov) and your Town staff contact

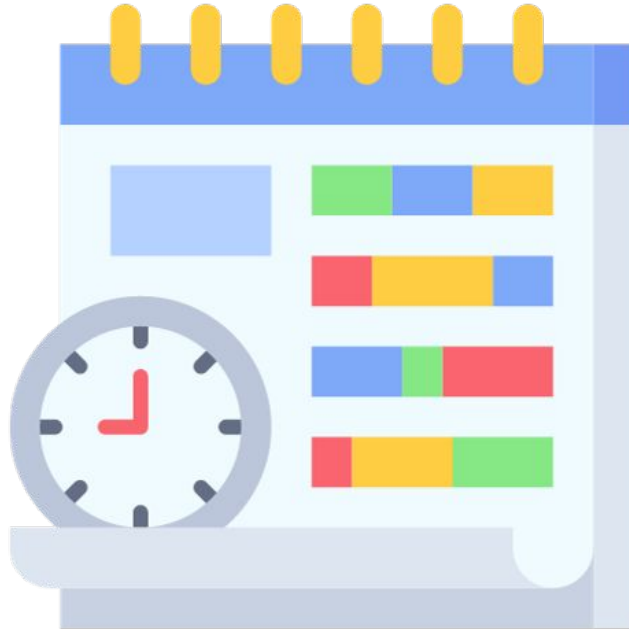


# Hybrid Meetings – Hosting a Zoom

- Exeter TV staff handle muting/unmuting of the public
- Exeter TV send invites to “panelists”
- Chairs of committees should look at the “attendees” tab to look for members of the public who wish to speak
- Call on zoom attendees to unmute and Exeter TV staff will handle the rest



# Scheduling a Meeting



Exeter TV will be filming more meetings to help expand access and transparency to Exeter's local government.

Spreading out Exeter's committee meeting schedule over Monday - Friday and different weeks will help our staff cover more meetings more easily.

Your committee may be asked to move its date or time to help in this effort.



Questions?

Please subscribe to our email newsletter service  
at: [exeternh.gov/community/e-news-alerts](https://exeternh.gov/community/e-news-alerts)

# All Boards Meeting Agenda Items

- RSA 91A Training – October 18th, 2023
- Review of Board Training Needs
- Schedule Follow Up Meeting
- Other Business