



## State of Arizona BOARD OF TECHNICAL REGISTRATION

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Hello to those participating remotely.

The Board conducts its telephonic meetings through Google meetups. The Board will send you an email invite to the meeting (from: [kurt.winter@azbtr.gov](mailto:kurt.winter@azbtr.gov)). The email invite will contain instructions to join the meeting. You may join the meeting via phone, computer or both.

Information on the Board members can be found [here](#). Information on Board meetings [here](#).

### **Please be aware that:**

- the meeting is recorded.
- the meeting is physically taking place at the Board's office but some Board Members may be participating remotely.
- you may participate in the meeting in two ways (please let Kurt Winter know which method you prefer before the meeting):
  1. Call into / connect to the meeting before 9am and listen and wait for the Board to bring up your matter.
  2. Give your phone number to Kurt Winter to call you when the Board is ready to hear your matter. If you choose this option, you will need to be available to take the Board's call. You will automatically enter the meeting if you answer. If the Board calls you and you do not pick up, it may try you again later, and, if the Board fails to get a hold of you, it will proceed with your matter without your participation.
- the Board receives a list of remote participants before the meeting begins. If you have a specific window of time you can participate, let Kurt Winter know before the meeting. The Board will try to accommodate you, but the Board cannot make guarantees.
- during the meeting, the Board tends to jump around the agenda and consolidate agenda items (consolidation is when the Board makes a single vote to make a decision on more than one like matter. Example, the Board may vote to consolidate agenda items 6a1, 6a2, 6a3, 6a5 and 6a6, vote, and all five matters would be closed with that single motion).
- the Board begins its formal hearings at 9:30am. Hearings can sometimes result in lengthy dialogue. We ask that you be patient.
- for the Board to meet and be in compliance with open meeting law, the Board must be in a quorum to discuss any matter. Currently, the Board requires six of its eleven members to be present for the Board to have a quorum. If at any time the Board member count drops below six members, the meeting will halt.

### **To ensure a smooth meeting, we ask that you adhere to the following:**

- If there are a large number of participants, Google meetups may auto-mute you when you call in / connect. When you are muted and wish to speak, press \*6 (call-in) or the unmute button (computer) to unmute yourself. If you are unable to unmute yourself, you may need to drop the meeting and call back in. If there is too much noise on your end, the Board may mute you without warning, so please be in a quiet location when you call/connect.
- Please be aware of your environment, especially where it concerns noise. Please mute your sound during the meeting if you do not intend to speak. Please make sure that if you are calling in **and** accessing the meeting via your computer that at least one device be muted for the entirety of the meeting to prevent echo.

- Please limit all comments to your matter. Mute your device until the Chairman calls your matter up for discussion. When your matter is before the Board, the Chairman will determine who speaks and when. Please be courteous to those speaking by not interrupting them and asking to be heard before speaking.
- When your matter comes up for discussion, staff may verify who is present to speak on the matter. When you hear your name, indicate that you are present. If you indicated you wanted staff to call you, Board staff will call the number you provided to inform you that the Board is ready to discuss your matter. If staff does not call your name, make yourself known. If the Board begins to discuss your matter without first requesting whether someone was present to discuss the matter, fails to call you, or the Board already discussed your matter but you did not have a chance to speak, you may make yourself known and request the Board allow you so speak on the matter. The Board has the final say on whether to accept or deny your request.
- During the meeting, the Board may enter executive session. Executive sessions are not open the public. Board members will leave the google meetup to convene in another google meetup for the executive session. Please remain in the board meeting google meetup during the duration of the executive session. The Board will reconvene in the board meeting google meetup when the executive session is complete.
- When your matter is closed, you may leave the meeting.
- Please do not make inappropriate comments. The Board reserves the right to remove any individual from the meeting if the individual obstructs the normal process of the meeting.
- Please use short, succinct sentences. Due to the telephonic nature of the meeting, the Board may limit the amount of time participants may dialog with the Board.
- Please be patient. Dialoguing with the Board remotely may be awkward with many unintended interruptions.

If you have any questions, please contact Kurt Winter

[kurt.winter@azbtr.gov](mailto:kurt.winter@azbtr.gov)

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