

**BCC OPENING STATEMENT:**

**BCC Chair/Vice Chair:**

The (insert BCC name) meeting has now commenced, it is (insert date, time). This meeting is being held virtually due to COVID-19, to allow for social distancing and protect the public health. As we continue our efforts in meeting remotely, we ask all commissioners and guests to mute yourselves until called upon to speak, to avoid feedback and background noise. For those who have dialed in using the call-in number, to unmute to speak dial star 6 (\*6) on your phone. Also, prior to speaking please announce who you are to identify yourself. As a reminder, this meeting is being recorded. We ask that you only use the chat function to request to speak or to announce that you are leaving the meeting so that we can track quorum. Also, in order to comply with the State Open Meeting Law, attendance and votes will be done by way of roll call using audio, **NOT** by using the chat function.

**BCC Chair/Vice Chair:     Let's have roll call**

*BCC Support Staff/City Clerk Staff:                     Reads roll call*

**(Items on agenda for discussion and voting)**

**BCC Chair/Vice Chair:                     We are adjourned.**

**The next regularly scheduled meeting will be on (insert day of the week), (insert date), at (insert time) p.m.**