

FCCS BOARD MEETING RESCHEDULED TO SEPTEMBER 12, 2019

Due to concerns regarding the potential impact of Hurricane Dorian, the telephonic meeting of the Board of Funeral, Cemetery, and Consumer Services scheduled for September 5, 2019, is cancelled. This meeting is rescheduled for **September 12, 2019, at 10 a.m.** This meeting is open to the public. To participate, call (850) 413-1558, conference code 5858900 followed by #.

PROCEDURES FOR TELEPHONE CONFERENCE

1. Please dial the teleconference "meet-me" number [\(850.413.1558\)](#) at time of the meeting. You will be prompted to enter the Conference ID (5858900) followed by #. Please do not try to transfer the call or put it on hold. This will cause the call to be disconnected. Make the call from the phone you will be using. Remember, **punctuality** counts. Tallahassee will attempt to be on line first.
2. Speak clearly and loudly as there are [multiple telephone lines connected](#) and the conversation is being recorded. This is especially important when motions are being made. All persons participating by phone, other than the Chair and Board members while speaking, are asked to [place their phones on mute at all times while listening](#). We ask this to enhance the audio quality of the Teleconference.
3. **ALWAYS** identify yourself each time you speak. The record must indicate the name of the person speaking as we do not have visual identification and cannot verify the speaker's identity for the record. If persons have not identified themselves, they will appear as "unidentified speaker" in the minutes. [This applies to everyone who wishes to speak.](#)
4. [Please ask to be acknowledged to speak.](#) After you are acknowledged, be brief and to the point when speaking. [Only one person should speak at a time](#), if more than one person speaks at a time, you will be asked to stop and repeat your comments.
5. If you do not hear someone's comments or motion clearly, please do not hesitate to [ask the Board Chair](#) to request that the speaker repeat his/her comments or motion.
6. If a Board member must leave the teleconference before the meeting is adjourned, be mindful that you are disconnecting from the meeting. [Please advise the Board Chair prior to hanging up.](#)