

**LEELANAU COUNTY
BOARD POLICY**

GENERAL SUBJECT:	Administration/General (County Administrator)	Policy No.	8
SPECIFIC SUBJECT:	Electronic/Cellular Device Etiquette Policy	Adopted:	08/15/2006
		Revised:	09/17/2013

APPLIES TO: All Leelanau County Employees and Elected Officials.

PURPOSE: To silence electronic/cellular devices prior to meetings to minimize interruptions.

1. Place "Please silence electronic/cellular devices" on agenda for all meetings. For example: before the Pledge of Allegiance at Board of Commissioners' meetings.
2. If telephone needs to be on for emergency:
 - a. Notify board members before meeting begins.
 - b. Turn telephone to vibrate mode.
 - c. Leave room for conversation.
3. If telephone is mistakenly left on and it rings:
 - a. Do not answer.
 - b. Turn off immediately or silence it.