

**Process for Joining Remotely and Addressing the  
Board of Directors at the January 20, 2021 BTES Board Meeting**

Due to the coronavirus pandemic, the regularly scheduled BTES Board of Directors Meeting for August will be held via teleconference to protect the health, safety and welfare of the public, BTES employees and board members. Anyone who would like to attend the meeting remotely may do so from their telephone. A list of board meetings are posted in the BTES lobby and on the BTES website at <http://www.btes.net/index.php/about-us/board-meetings/>

**Remote Call Information**

To request access to join the board meeting as a listening participant, please contact BTES at 423-793-5501 on the morning of the scheduled board meeting to receive the phone number and meeting access information necessary to join the meeting. To request to appear before the Board, please also provide your name and address at that time.

We request that all participants leave their microphones/telephones muted unless it is their designated time to address the Board.

**Appearance of Customers**

This section provides an opportunity for you to address the BTES Board of Directors. Please limit your comments to matters of BTES business only. A response will not likely be made at that time since, in most cases, neither the BTES Board of Directors nor the CEO will be prepared to effectively respond to your concerns. The CEO will look into the matter and report back to BTES Board of Directors, as appropriate, and/or have staff meet with you in an effort to satisfy your concern.

**How to Address the BTES Board of Directors**

At the appropriate time during the meeting, anyone who has requested appearance before the Board will be called upon to un-mute their phone and speak. In accordance with BTES policy, you are encouraged to state your name and address prior to sharing your comments with the Board of Directors.

Please be brief with your comments. A time limit of three minutes is suggested as a courtesy to others and in recognition of the many items of business that need to be addressed at the meeting. If a group wishes to address the Board of Directors, a spokesperson should be chosen from the group to address them.

Your comments should be addressed to the Board of Directors as a whole, not to individual Members of the Board.

**Disrupting Meetings**

No person shall interrupt, disturb or disrupt any meeting of the Board of Directors. Upon direction of the Chairman of the Board, any such person shall be muted or asked to leave the BTES Board of Directors meeting.