

**LEELANAU COUNTY
BOARD POLICY**

GENERAL SUBJECT: Workplace Environment Policies
Administrator

Policy No. **3.04**

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.