North Dakota League of Cities
Conference Call Service

The League is offering the use of our conference call service for cities that would like to utilize it for meetings while restrictions are in place due to COVID-19.

How it would work:

- Cities will contact the League to reserve a time for their conference call.
- The League will provide the dial-in and passcode information which can be included in your communications with council members and citizens.
- The League and city will conduct a test call if needed.
- A League staff member will initiate the conference call and remain on the call for the duration. This will allow us to control the audio and address any issues that might arise. The League staff member will not be able to answer questions or participate in providing comments during the call.
- League staff will control which call participants are muted and which are not. The city will provide a list of phone numbers for council members so that League staff can identify them on the call and unmute them. The balance of the participants can be unmuted for a period of time if needed for public comment.
- Conference calls can be recorded if needed. The audio file would be provided to the city.
- The city will be invoiced for the conference call. Call fees are a base of $7.95 plus four cents per minute per caller.

This conference call service would be available between 8 am and 10 pm, Monday through Friday. Since we cannot host more than one conference call at a time, cities may need to be flexible with their meeting dates and times. We will do our best to accommodate all requests.

If you are interested in utilizing this service, please call the League office at 701-223-3518.