

Chapter 1 Meetings

IR3-1-101 Interim committees -- Joint meetings -- Location of meetings -- Notice of meetings.

- (1) The corresponding interim committees of each chamber shall meet jointly, unless otherwise determined by the chair of each interim committee.
- (2)
 - (a) Each interim committee shall meet at the time and in the room assigned by the Legislative Management Committee.
 - (b) An interim committee may meet at additional times or in other locations as determined by the chairs, if reasonable notice is issued as required by Utah Code Title 52, Chapter 4, Open and Public Meetings Act.
- (3) Each committee chair shall ensure that each interim committee meeting is open to the public, except as otherwise provided in Utah Code Title 52, Chapter 4, Open and Public Meetings Act.
- (4) Each committee chair shall ensure that the time, location, and agenda of each interim committee meeting is posted in the places designated by the Legislative Management Committee.

IR3-1-102 Rights of members to attend meetings -- Nonmembers of the committee or subcommittee may not vote.

- (1) Any member of the Legislature may:
 - (a) attend any meeting of an interim committee or any of its subcommittees; and
 - (b) if recognized by the chair, present the member's views on any subject under consideration by the committee or subcommittee.
- (2) Notwithstanding Subsection (1), a legislator must be a member of the committee or subcommittee in order to:
 - (a) vote on any decision of the committee or subcommittee; or
 - (b) receive compensation for attending the meeting unless approval for receiving compensation is obtained from the Legislative Expenses Oversight Committee of the chamber in which the legislator is a member.

IR3-1-103 Order and decorum -- Points of order.

- (1)
 - (a) The chair shall preserve order and decorum in committee meetings and hearings.
 - (b) The chair may order the committee room cleared of any disorderly visitor.
- (2)
 - (a) The chair shall decide points of order, subject to an appeal to the committee by any member of the committee.
 - (b) A committee member wishing to appeal a decision of the chair shall make a motion appealing the decision of the chair.
 - (c) The committee shall decide the point of order by a majority vote of the committee members present.

IR3-1-104 Visitors.

- (1) As used in this rule, "committee" means any interim committee, special committee, or subcommittee.
- (2)
 - (a) The chair shall ensure that visitors to a committee meeting or hearing sit in chairs designated for that purpose.
 - (b) The chair may not allow visitors to speak during a committee meeting unless:
 - (i) the chair specifically invites them to speak; or
 - (ii) the meeting has been designated a public hearing and the visitors agree to comply with any restrictions on time and order announced by the chair.
- (3)
 - (a) If the chair allows public comment or testimony on a bill or other matter before the committee, the chair may, or a majority of the committee may, require that any or all person's testimony be taken under oath.
 - (b) The oath shall be administered by the committee chair, cochair, or committee staff.
- (4) The chair shall:
 - (a) ensure that the number of visitors, members, and staff at a hearing or meeting does not exceed the number posted by the state fire marshal as the limit of occupancy for the room where the meeting is held; and
 - (b) announce when the limit is reached and prevent the entry of additional persons into the room.

IR3-1-105 Electronic meetings.

- (1) As used:
 - (a) "Anchor location" means the physical location in the building and city where the committee would normally meet and from which the electronic meeting originates or from which the participants are connected.
 - (b) "Committee" means an interim committee, special committee, or subcommittee of the Legislature.
 - (c) "Electronic meeting" means a public meeting of a committee that is partially convened or conducted by means of a voice telephone or computer web or video conference.
 - (d) "Electronic notice" means electronic mail or fax.
 - (e) "Monitor" means to:
 - (i) hear live, by speaker, or by other equipment, all of the public statements of each member of the committee who is participating in a meeting; or
 - (ii) see and hear, by computer screen or other visual medium, all of the public statements of each member of the committee who is participating in a meeting.
 - (f) "Participate" means the ability to communicate with all of the members of a committee, either verbally or electronically, so that each member of the committee can hear or see the communication.
 - (g) "Public hearing" means a committee meeting at which comments from the public will be accepted.
 - (h) "Public statement" means a statement made in the ordinary course of business of the committee with the intent that all other members of the public body receive it.
 - (i) "Remote location" means a location other than the anchor location from which a committee member may participate in the meeting.
- (2) A committee chair may, by following the procedures and requirements of this section, convene and conduct an electronic meeting.

- (3)
 - (a) A committee member who will be more than 50 miles away from the anchor location on the day and at the time of a scheduled meeting may request that the chair allow the member to participate from a remote location.
 - (b) If a committee member wishes to participate in a committee meeting from a remote location, the committee member shall, at least three days before the meeting, contact the committee chair and request that the chair convene and conduct an electronic meeting.
 - (c) After receiving the request, the chair shall:
 - (i) determine whether or not the committee member will be more than 50 miles away from the anchor location on the day and at the time of a scheduled meeting;
 - (ii) if the committee member will be more than 50 miles away from the anchor location on that day and time, consult with committee staff to determine whether or not there are sufficient equipment and connections to allow the committee member to participate from a remote location; and
 - (iii) obtain permission from the president of the Senate and the speaker of the House of Representatives to conduct an electronic meeting.
 - (d) If the president and speaker approve, and if sufficient equipment and connections exist, the chair may grant the committee member's request to participate from a remote location.
- (4) A chair convening or conducting an electronic meeting shall:
 - (a) establish the anchor location for the public meeting in the building and city where the committee would normally meet if it were not holding an electronic meeting;
 - (b) provide space and facilities at the anchor location so that interested persons and the public may attend and monitor the open portions of the meeting;
 - (c) if the meeting is a public hearing, or if the chair intends to allow public comment, provide space and facilities at the anchor location so that interested persons and the public may attend, monitor, and participate in the open portions of the meeting; and
 - (d) if necessary, establish and communicate protocols and procedures governing the electronic meeting to ensure order and fair opportunities to participate by those committee members participating electronically at one or more remote locations and at the anchor location.
- (5) A chair convening or conducting an electronic meeting shall ensure that:
 - (a) public notice of the meeting, as required by Utah Code Section 52-4-202, is given including posting written notice at the anchor location; and
 - (b) in addition to giving public notice required by Subsection (5)(a), notice of the electronic meeting given to committee members at least 24 hours before the meeting shall describe how the committee members will be connected to the electronic meeting.
- (6) A committee member participating from a remote location is included in calculating a quorum and may vote.