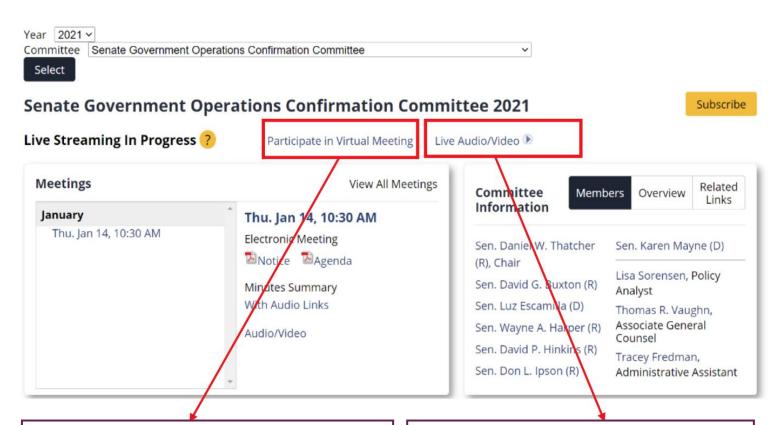


How to Access a Legislative Meeting Online

2024 Procedures and Guidelines

On each <u>committee webpage</u>, there are two options for watching or listening to a legislative meeting while the meeting is in progress: 1) Participate in the virtual meeting, which allows invited presenters to present to the committee and members of the public to provide public comment (see page 2) or 2) Stream audio or video without participating, which is the preferred option for people who are not presenting to the committee or providing public comment.



Participate in Virtual Meeting

- Joins a Zoom meeting.
- Used by invited presenters and participants.
- Allows participant to provide public comment (at the committee chair's discretion) – see page 2 for additional instructions.
- Camera and microphone are off. If called on by committee chair, staff will request that you turn on your microphone and camera.
- Requires participant to submit name and email address, which can be seen by committee members.
- Option available approximately 15 minutes before the meeting's scheduled start time.

Live Audio/Video

- Stream on le.utah.gov.
- Preferred option for members of the public who are not planning to present or provide public comment in the meeting.
- Not required to submit name or email address.
- Option available beginning when the chair calls the meeting to order.



How to Participate in a Public Meeting

General Guidelines

During committee meetings, the Legislature will allow public participation in person and remotely.

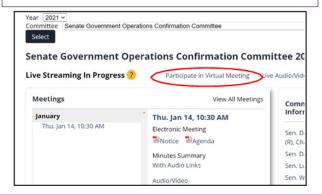
- Public comment is at each committee chair's discretion, and not all committee agenda items will
 include the opportunity for public comment. Neither attending a meeting in-person or participating
 in a meeting virtually guarantees that you will be able to comment.
- Members of the public must abide by <u>legislative committee room decorum rules</u>.
- Meetings are subject to the <u>Open and Public Meetings Act</u>. When you comment or present in a
 meeting, committee members and the public will hear your comment or presentation and see your
 video. The meeting will also be recorded and archived online.
- Please use a computer to connect when possible. Mobile devices tend to have a weaker connection and may result in the inability to present to the committee or provide comment.

Steps for Providing Public Comment or Presenting to the Committee

1. Join Meeting

Click "Participate in Virtual Meeting" for the meeting in which you will be presenting or you'd like to provide comment.

This link will appear 15 minutes before the meeting's scheduled start time and remain available the duration of the meeting.



3. Speak to Committee

For presenters, the committee chair will call on you when it is time for your presentation.

For public commenters, when the chair calls for public comment on the item you'd like to address, click the "raise hand button". If the chair calls on you, committee staff will promote you to a panelist so that you can turn on your camera and microphone. You will need to accept the promotion when the request comes up on your screen. Zoom will remove you from the meeting and you will rejoin the meeting as a panelist. You may then provide your comment.

2. Sign-in

Complete first name, last name, and e-mail address are required. If you don't enter your first and last name, you will not be allowed to speak.

After entering your information click "Join Webinar".

opic	Higher Education Appropriations Subcommittee 1/27/2021 8:00 AM		
Description	Higher Education Appropriations Subcommittee 1/27/2021 8:00 AM		
Time Jan 27, 2021 08:00 AM in Mountain Time (US and Canada)			
			82 802 10
First Name *		* Required information Last Name *	
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Email Address 1		Confirm Email Address *	

