

# Public Comment for Electronic Meetings

Procedures and Guidelines | December 15, 2020

## Remote Public Comment Available

- To limit the spread of COVID-19, the Utah State Capitol is closed to visitors. The Legislature is holding all committee meetings electronically using a web-based tool called Zoom.
- A Zoom meeting is an online meeting that allows individuals to meet virtually, without attending in person.
- Members of the public may attend legislative committee meetings using Zoom and provide comments on agenda items remotely. **A computer or phone with internet access is required to attend a Zoom meeting.**
- To provide the smoothest online service and ensure cyber security, the following procedures and guidelines apply to all wishing to provide comments. **Please read the procedures carefully.**

## Procedures

- A link to enter a virtual Zoom meeting will be available on the committee's webpage before the committee's meeting is scheduled to begin.
- Beginning approximately 15 minutes before the meeting is scheduled to begin, and throughout the meeting, you may click on the Zoom meeting link on the committee's webpage to enter the virtual meeting as an attendee.
- As an "attendee," you will be able to see and hear committee members, but you will not be seen nor heard by committee members or other attendees unless called upon by the committee chair to speak.
- When entering the Zoom meeting, **you must enter your first and last name.** This will assist the chair in determining which individuals will speak if public comment is taken.
- If the committee chair authorizes public comment on an agenda item, the chair will

invite attendees who want to comment to virtually "raise their hand."

- If after "raising your hand," the chair calls on you to comment, committee members (and other attendees) will be able to hear your comments.
- When you are finished commenting, your microphone and video will be muted once again, but you will continue to see and hear committee members and other individuals who are called on to comment.
- You may leave the Zoom meeting after your comments, or you may stay to comment on other agenda items, if called upon by the chair.

## Guidelines

- These electronic meetings are subject to the [Open and Public Meetings Act](#). **All proceedings will be broadcasted live, recorded, and archived for public access.**
- Please use a computer to connect when possible. Mobile devices tend to have weaker connections and may result in the inability for you to provide your comment.
- Per legislative rule [JR7-1-302](#), committee chairs are to preserve order in a committee meeting, including electronic meetings. Disruptive behavior in any electronic meeting will not be tolerated. If you are found to be a disruptive participant, you will be expelled from the meeting.
- **Please be advised:** attending a Zoom meeting **does not** guarantee you will be able to comment on an agenda item. Time allocated for public comment is based upon committee meeting time constraints and is at the chairs' discretion. You are encouraged to email comments you are unable to express during a committee meeting. Members' email addresses and other contact information is available by clicking on member names under the "Members" tab on the committee's webpage.