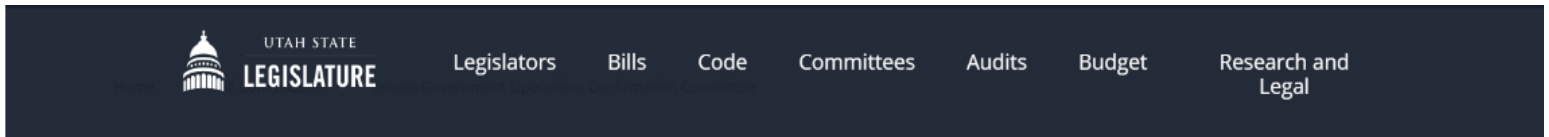


# How to Access a Legislative Meeting Online

## 2021 General Session Procedures and Guidelines

On each [committee webpage](#), 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 you to provide public comment (see page 2) or 2) Stream audio or video without participating, which is the preferred option if you are not planning to provide public comment



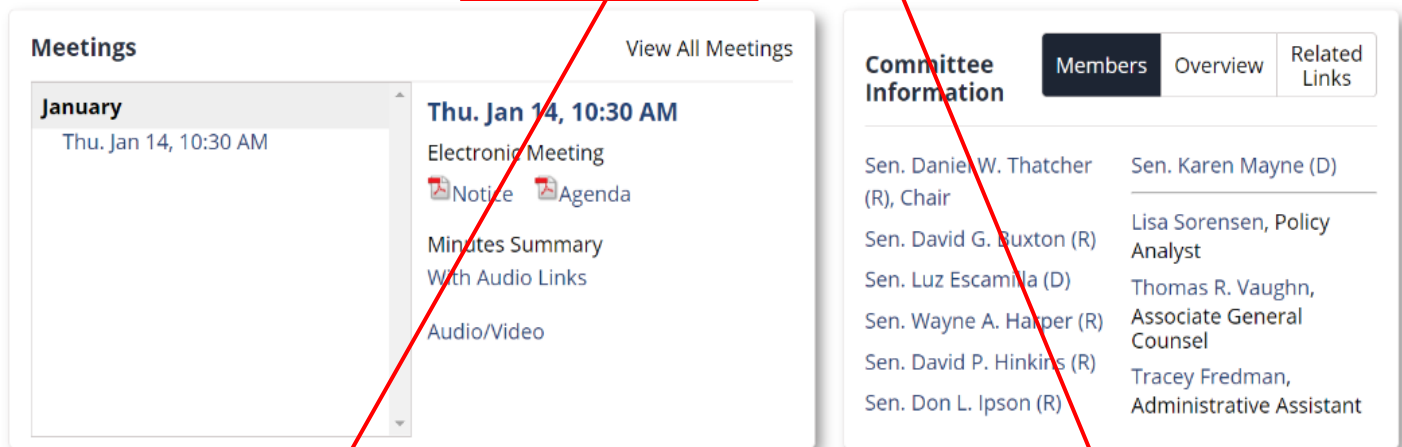
Year  Committee

### Senate Government Operations Confirmation Committee 2021

Live Streaming In Progress ?

Participate in Virtual Meeting

Live Audio/Video ▶



The screenshot shows a webpage for the Senate Government Operations Confirmation Committee. On the left, under 'Meetings', a meeting for 'Thu. Jan 14, 10:30 AM' is listed. A dropdown menu is open for this meeting, showing options: 'Electronic Meeting', 'Notice', 'Agenda', 'Minutes Summary With Audio Links', and 'Audio/Video'. On the right, 'Committee Information' is displayed with tabs for 'Members', 'Overview', and 'Related Links'. The 'Members' tab is active, listing several senators and staff members.

#### Participate in Virtual Meeting

- Joins a Zoom meeting.
- Allows participant to provide public comment (at the committee chair's discretion) – see page 2 for additional instructions.
- Occasionally may be unavailable if Zoom meeting is already at capacity
- Camera and microphone are off. If called on by committee chair, staff will turn on your microphone. Chair may request to see video, and if you turn on your camera, committee and public will see your video.
- 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](http://le.utah.gov).
- Unlimited capacity
- Preferred option for members of the public who are not planning to provide public comment in the meeting
- Video for some meetings, and audio-only for some meetings (meetings in House 30, Senate 210, and State Capitol 445);
- Not required to submit name or email address.
- Option available beginning when the chair calls the meeting to order.

# How to Provide Public Comment Remotely

## 2021 General Session Procedures and Guidelines

### General Guidelines

During the 2021 General Session, the Legislature will meet electronically and take public comment remotely.

- Public comment is at each committee chair's discretion. Neither signing-up to provide public comment nor participating in a meeting virtually guarantees that you will be able to comment. Committee chairs may also accept spontaneous public comment from individuals who have not signed up in advance or limit the length of time for your comment.
- Meetings are subject to the [Open and Public Meetings Act](#). When you comment in a meeting, committee members and the public will hear your comment, and see your video, if requested by the chair and if your camera is turned on. 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 provide comment.
- If you are unable to provide your comment for any reason, for example because the Zoom meeting is at capacity or the committee runs out of time, you may e-mail your comment to committee members. Committee members' email addresses are available on each committee's webpage.

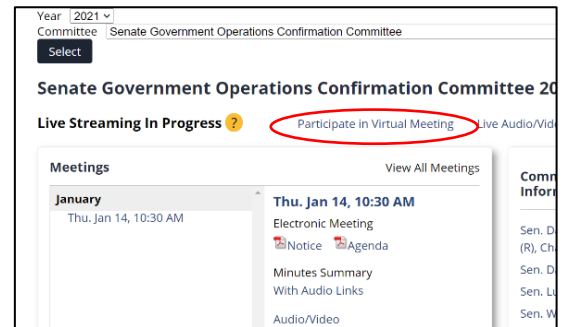
### Steps for Providing Public Comment

#### 1. Sign-up in Before Meeting (Recommended)

- Signing up in advance of the meeting is recommended, but not required. All public comment is at the chair's discretion.
- On the webpage of the committee meeting in which you'd like to comment on, click: "Public Comment." This link appears on the website when an agenda is posted and closes one hour before meeting is scheduled to begin.
- Follow instructions on the form.
- When it's time for the meeting, follow steps 2 through 4.

#### 2. Join Meeting

- Click: "Participate in Virtual Meeting" for the meeting in which you'd like to provide comment.
- This link will appear 15 minutes before the meeting's scheduled start time and remain available for the duration of the meeting.



#### 3. Sign-in

- Complete first name, last name, and e-mail address are required.
- After entering your information click "Join Webinar"

A screenshot of the Webinar Registration form. The form includes fields for First Name, Last Name, Email Address, and Confirm Email Address. A 'Join Webinar In Progress' button is visible at the bottom.

#### 4. Provide Comment

- 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 unmute your microphone and you may provide your comment.
- If requested by the chair, and if you turn on your camera, the committee and public may see your video as well.

