

IR3-1-105 Electronic meetings.

- (1) As used in this rule:
 - (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.