

**2020 Legislative Regulation Review Committee
Virtual Committee Meeting Guidelines**

Conduct of the Meeting

1. A roll call of the voting members to confirm the presence of a quorum.
2. Co-Chairs call the meeting to order.
3. Co-Chairs and Ranking Members provide opening remarks.
4. Explanation of special procedure:
 - a. All votes on agenda items will be taken by roll call.
 - b. When discussion is opened on an item, the Committee Administrator or Co-Chairs will coordinate the questioning and responses.
 - c. Members and staff must identify themselves each time they wish to speak or have questions and wait to be recognized to ensure orderly progress of the meeting.
 - d. Co-Chairs will call on the appropriate agency representative(s) who must identify themselves, title, and agency each time they are called upon to speak.

Additional Meeting Information

1. Audio Participants
 - a. Dial-In telephone number will be provided to LRRC members, staff and designated state agency representatives who have items on the agenda.
 - b. All participants will be muted prior to the start of the meeting.
 - c. Recommendations for the best audio:
 - i. Call from a noiseless location.
 - ii. If using a cell phone, use it in a location which has adequate cellular service.
 - iii. Do not be in a moving vehicle.
 - iv. Do not put the call on hold.
 - v. Mute your phone when not speaking.
2. All participants (whether calling in with video or audio) will be muted when items are being introduced by the Co-Chairs or the Committee Administrator.
3. Participants will be unmuted for discussion and roll call voting.

Information for Members of the Public

1. Committee meetings are viewable to the public and, as such, will be streamed live on the [Connecticut Network \(CT-N\)](#).
2. A link to the livestream will be posted in the Bulletin Notice as well as on the committee meeting agenda.