

## **PROCEDURE AND GUIDELINES FOR VIRTUAL PUBLIC COMMENT AT AN INTERIM COMMITTEE MEETING**

The following procedures and guidelines are provided for individuals who would like to make virtual public comments at an interim committee meeting for which a public comment period is provided on the meeting's agenda. If you have any questions about the procedures provided, please contact the Legislative Council Service at (505) 986-4600.

If you would like to view the interim committee meeting virtually, but do not wish to make a public comment, the webcast of the interim committee meeting is available at <https://www.nmlegis.gov/webcast/>.

### **Procedure for Providing Virtual Public Comment at an Interim Committee Meeting**

1. At the discretion of the chair of an interim committee, a public comment period for an interim committee meeting may be provided on the meeting's agenda.

2. On the day that a public comment period is scheduled, a link will be activated near the top of the appropriate interim committee's web page, under "Virtual Public Comment". (An interim committee's web page may be accessed at the New Mexico Legislature's website, [www.nmlegis.gov](http://www.nmlegis.gov), under the "Committees" tab near the top of the page. All interim committees are listed on the right side of the Committees page. Click on the appropriate interim committee name to access information about that interim committee's upcoming meeting.)

3. After clicking on the appropriate link, you will be admitted into a Zoom webinar. Your microphone will be muted until it is your turn to provide comment. If you are also watching the webcast of the meeting, close the webcast while in the Zoom webinar; otherwise feedback and technical interference may occur. Please be advised that the webcast is delayed by approximately one minute from the live meeting.

4. During the public comment period, a person in the Zoom webinar will be called on and provided with the opportunity to speak. Your microphone will be unmuted by the host at that time. When your comments are complete, your microphone will be muted. At your discretion, you may continue to attend the Zoom webinar or leave the webinar.

### **Guidelines for Providing Virtual Public Comment at an Interim Committee Meeting**

1. The time allocated for public comment is at the discretion of the interim committee chair and subject to time constraints. The time at which a public comment period is conducted may be earlier or later than indicated on the agenda. Admittance to a Zoom webinar does not guarantee that you will be able to provide comments during the public comment period.

2. Be mindful of the audio you are transmitting to the committee. Any inappropriate conduct will result in expulsion from the webinar.

3. Use a desktop computer to connect when possible, as use of a mobile device may result in an inability to receive your public comment.

4. All interim committee meetings are recorded and archived on the New Mexico Legislature's website, [www.nmlegis.gov](http://www.nmlegis.gov).