

INSTRUCTIONS AND GUIDELINES FOR VIRTUAL PUBLIC COMMENT AT AN INTERIM COMMITTEE MEETING

Please refer to the following information if you would like to participate in virtual public comment. Public comment is not available at all committee meetings. If public comment is available, the start time will be listed on the meeting's agenda. The start time is subject to change, depending on the completion of committee business.

The agenda for a committee meeting can be found on the New Mexico Legislature website at www.nmlegis.gov:

- Click on the "Committees" tab.
 - All interim committees are listed on the right side of the Committees page.
 - Select the committee's name.
 - If the agenda is posted, click on the date to view the agenda.

OR

- Click on the "What's Happening" tab.
- Click the committee's name to view the agenda.

Instructions

NOTE: The committee chair will announce during the meeting whether a public comment period will be available, the time limit for commenters and the order in which commenters will speak. Due to time constraints, it may not be possible for all registrants to make public comment.

1. The meeting's audio will be activated in the Zoom webinar when the meeting starts. The meeting's audio will not be activated prior to the start of the meeting or during meeting breaks.
2. Virtual public comment is made in the committee's Zoom webinar. To avoid technical issues, please close the webcast if you are viewing it. Then click on the Zoom link on the committee's web page or the "What's Happening" web page.
3. When joining the webinar, make sure your Zoom name includes your first and last name.
4. **When the public comment period begins, use the "raise hand" feature to register for virtual public comment. Do not raise your hand unless it is to register for virtual public comment.**
5. You will automatically be muted until it is your turn to speak. Your video will remain off. When it is your turn to speak, the chair of the committee will call your name and your microphone will be unmuted. When your comments are complete, your microphone will be muted.

Guidelines

1. Be mindful of the audio you are transmitting to the committee. Try to avoid producing background noise.
2. Using a desktop or laptop computer with access to high-speed internet is recommended, as using a mobile device may result in technical difficulties.
3. Technical difficulties, such as lag and brief lapses in audio/visual features, may arise. Please be patient. If the audio and visuals do not return after five minutes, please call (505) 986-4685.
4. Disruptive behaviors, such as abusive language or actions, speaking out of turn, misuse of the "raise hand" feature and excessive background noise, may result in expulsion from the webinar. If this occurs, you may view the meeting using the webcast option.
5. All interim committee meetings are recorded and archived on the New Mexico Legislature's website, www.nmlegis.gov.