

2021 Legislative Regulation Review Committee

Virtual Committee Meeting Guidelines

Conduct of the Meeting

1. All participants will be muted when items are being introduced by the Co-Chairs. Participants will be unmuted for discussion and voting.
2. A roll call of the voting members to confirm the presence of a quorum.
3. Co-Chairs call the meeting to order.
4. Co-Chairs and Ranking Members provide opening remarks.
5. 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.
6. 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.

Audio Participant Information

1. Audio Participants
 - a. Dial-In telephone number will be provided by the Committee Administrator to committee 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.

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) and [YouTube Live](#).
2. A link to the livestream will be posted in the Bulletin Notice as well as on the committee meeting agenda.