

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 approximate start time will be listed on the meeting's agenda. The start time is subject to change, depending on the completion of committee business.

You must be in the committee's Zoom webinar to make virtual public comment. To be admitted to the webinar, click the Zoom link on the committee's web page. To access a committee's web page, visit www.nmlegis.gov, and:

- Select the "Committees" tab at the top of the page.
 - Interim committees are listed on the right side of the drop-down menu.
 - Click the committee's name to access the agenda and Zoom link.
 - Click on the words Zoom Webinar
 - These words are highlighted in blue and found under the heading, Additional Information.

OR

- Click on the "What's Happening" tab.
 - Scroll down to the committee meeting of your choice.
 - Click on the words Zoom Webinar.
 - These words are highlighted in blue and found below the committee's name.

For assistance with finding a Zoom link, please call LCS at: 505-986-4600 or 505-986-4685.

Instructions

NOTE: Not all meetings have a public comments period. If a public comment period is offered, you can find the proposed time for public comments listed on the committee's agenda. The committee chair will announce when it is time to make public comment, the time limit for commenters and the order in which both in-person and virtual attendees will speak. It may not be possible for everyone who has indicated that they want to make public comments, to do so.

1. The meeting's audio will be activated on the Zoom webinar at the beginning of the meeting. The meeting's audio will not be activated prior to the start of the meeting or during meeting breaks.
2. To avoid technical issues, close the webcast if you are watching it in addition to being on the Zoom webinar.
3. When joining the webinar, make sure your Zoom name includes your first and last name. Do not use a phone number or a company name.
4. **When the public comment period begins, use the "raise hand" feature to register for virtual public comment. Do not raise your hand prior to or after the public comment period.**
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 via webcast.
5. All interim committee meetings are recorded with closed captioning and archived on the New Mexico Legislature's website, www.nmlegis.gov. Recordings can be accessed by selecting the Webcast tab at the top of the page and then clicking on Recordings from the list on the left side of the page.

If you require a reasonable accommodation to access a committee meeting, please visit www.nmlegis.gov.

Select "*click here to request a reasonable accommodation*".

You may also call Robin Garrison at 505-986-4685 or email ada.assist@nmlegis.gov.

Please help us prepare your accommodation by submitting your request at least three (3) business days prior to your event or as soon as possible.