

**PROCEDURE AND GUIDELINES FOR PUBLIC COMMENT AT A VIDEO CONFERENCE
INTERIM COMMITTEE MEETING**

The following procedures and guidelines are provided for individuals who would like to make public comments at interim committee meetings for which public comment periods are provided. If you have any questions about the procedures provided, please contact the Legislative Council Service at (505) 986-4600.

Those who would like to view an interim committee meeting, but do not wish to register to provide public comment, may view the webcast of the interim committee meeting, available at <https://www.nmlegis.gov/webcast/>.

Procedure for Making Public Comments at a Video Conference Interim Committee Meeting

1. At the discretion of the chair of each interim committee, a public comment period for an interim committee meeting may be scheduled.
2. If a public comment period is available, a link will be activated near the top of the appropriate interim committee's web page, under "Information". (An interim committee's web page may be accessed at the New Mexico Legislature's website, 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. You can 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 required to fill out an online registration form, which will require your name and email address.
4. Upon acceptance of your registration, you will be admitted to the video conference meeting. Upon entry into the meeting, your microphone will be muted and video will remain off until it is your turn to provide comment.
5. When the chair authorizes public comment, registered individuals will be provided with the opportunity to speak and will be unmuted by the host.
6. When your comments are complete, your microphone will be muted and video will be turned off. At your discretion, you may continue to attend the meeting or leave the meeting.

Guidelines for Providing Public Comment at a Video Conference Interim Committee Meeting

1. Please note that **all interim committee meetings will be recorded and made available on the New Mexico Legislature's website.**
2. Please mute your microphone when you are not speaking and be mindful of the video you are transmitting to the committee. Any inappropriate conduct will result in expulsion from the meeting.
3. Please 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. Please be advised that time allocated for public comment is at the discretion of the interim committee chair and subject to time constraints. Submission of a registration form or admittance to a meeting as an attendee does not guarantee that you will be able to provide comments during the video conference meeting.