

Procedures for the Special Meeting of the Finance Advisory Committee

Out of an abundance of caution and to facilitate physical distancing, the April special Finance Advisory Committee meeting will be conducted via Zoom.

Lieutenant Governor Bysiewicz and Deputy Secretary Potamianos will be virtual and we will use Zoom to broadcast this meeting. Staff will be participate to conduct roll calls and vote tallies.

Please see the Zoom link below for members, staff and state agencies who have items on the agenda:

<https://us02web.zoom.us/j/89319405608?pwd=TkpaK3d3V2dwaDRrTyttc043UFN0QT09>

This meeting has been set up as a webinar function, which allows the Lieutenant Governor and the Deputy Secretary to be on video along with the other members of the Finance Advisory Committee.

Members and state agencies will need the Zoom link above to register and will then be provided with a special link. If a member would prefer to dial in, their phone number will need to be provided in advance of the meeting to Melanie.Richard@ct.gov.

Once participants are registered and on the Zoom meeting, staff will promote the members as panelists. Panelists will be granted video and sound capabilities and will need to unmute themselves to speak. Staff have the ability to mute members if their microphone is on and there is background noise.

Non-members and the public can attend the meeting as an attendee, which will not give them the option to be on-camera.

All participants will be muted when items are being introduced by Lieutenant Governor Bysiewicz and Deputy Secretary Potamianos. Participants will be unmuted for discussion and roll call voting.

Here are recommendations for the best audio:

- Join via the Zoom link 5 minutes prior to the scheduled start of the meeting in order to test audio connection.
- Connect from a noiseless location.
- If using a cell phone, use it in a location that has adequate cellular service.
- Do not call from a moving vehicle.
- Do not put the call on hold.
- Mute your microphone or phone when not speaking.

Participants should utilize the Zoom link audio to ensure timely responses to roll call votes and to engage in questions and answers on each item.

To ensure an orderly virtual meeting, once members have reviewed the agenda, you are respectfully requested to notify OPM at least 24 hours in advance as to which agenda items you wish to speak or inquire about, and to provide the question in advance if possible in order to ensure that agency representatives are prepared to respond. This notification will enable the OPM Deputy Secretary to call upon members in an orderly fashion and will help to smooth the conduct of the meeting under these unique circumstances.

- Note that you will be muted, and you must select unmute to speak-

Conduct of the Meeting

1. All FAC members and agency representatives must join via the Zoom link 5 minutes prior to the scheduled start of the meeting in order to test the audio connection and perform a preliminary quorum check.
 - a. FAC members and agency representatives should participate only by Zoom (link provided above).
 - b. All participants must remain on mute unless acknowledged for discussion or for roll call vote.
2. Roll call of voting members to confirm the presence of a quorum.
3. Lieutenant Governor calls the special Finance Advisory Committee meeting to order.
4. Opening remarks by the Lieutenant Governor.
5. Explanation of the special procedures by Deputy Secretary Potamianos:
 - a. When the Lieutenant Governor asks for a motion for the minutes and for each agenda item, a member of the FAC Committee may move the item, and another member of the FAC Committee may second the motion.
 - b. All votes on agenda items will be taken by roll call in the following order:

Roll call order	Members
1	Lt. Governor Bysiewicz
2	Dep. Comptroller Carlson
3	Dep. Treasurer Hill
4	Sen. Osten
5	Sen. Miner
6	Rep. Walker
7	Rep. France
8	Rep. Currey
9	Rep. Abercrombie (Alternate)
10	Rep. Dathan (Alternate)
11	Rep. Zawistowski (Alternate)

- c. When discussion is opened on an item, Deputy Secretary Potamianos will coordinate the questioning and responses. Note that members who have advised OPM in advance of items which they would like to have discussion on will be recognized by Deputy Secretary Potamianos first.
 - d. Members must unmute their audio by pressing unmute, or staff will be able to unmute them, and identify themselves each time they wish to speak or ask questions and wait to be recognized to ensure orderly progress of the meeting. Note that pressing mute again will re-mute the speaker. If members do not mute their microphones or phones themselves, staff will mute them.
 - e. Deputy Secretary Potamianos will answer questions or will call on the appropriate agency representative(s) who must unmute themselves and identify themselves by name, title, and agency each time they are called upon to speak.
6. Return to agenda for consideration and approval of minutes and agenda items by roll call vote.