

Procedures for Teleconference Meeting of the Finance Advisory Committee

Due to the State's declaration of a public health emergency, out of an abundance of caution and in compliance with the State's physical distancing measures, the April Finance Advisory Committee meeting will be conducted via teleconference.

Lieutenant Governor Bysiewicz and Secretary McCaw will be present at the Capitol. CT-N will live broadcast the meeting, including audio of the teleconference participants. Staff will be present to conduct roll calls and vote tallies.

Dial-in telephone number for members, staff and state agencies who have items on the agenda:

Phone Number: 860-840-2075

Conference ID: 161957450#

(This phone number and conference ID should only be provided to FAC members and designated State Agency Representatives.)

All audio participants will be muted prior to the start of the meeting. Committee members will be able to unmute their phones by hitting *6. All participants will be muted when items are being introduced by Lieutenant Governor Bysiewicz and Secretary McCaw. Participants will be unmuted for discussion and roll call voting.

Here are recommendations for the best audio:

- Call in 15 minutes prior to the scheduled start of the meeting in order to test audio connection.
- Call 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 phone when not speaking.

It is important that Committee members and agency representatives not rely on the CT-N feed to follow the meeting due to transmission delays. Instead, participants should utilize the teleconference audio to ensure timely responses to roll call votes and to engage in questions and answers on each item.

To ensure an orderly teleconference 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 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 your line will be muted and you must press *6 in order to speak -

Conduct of the Meeting

1. All FAC members and agency representatives must call in 15 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 Microsoft Teams (call-in number provided above). *Do not rely on CT-N due to timing delays.*
 - 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 Finance Advisory Committee meeting to order.
4. Opening remarks by the Lieutenant Governor.
5. Explanation of the special procedures by Secretary McCaw:
 - a. When the Lieutenant Governor asks for a motion for the minutes and for each agenda item, Deputy Comptroller Carlson will move the item, and Deputy Treasurer Hill will 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. Formica
6	Rep. Walker
7	Rep. DiMassa
8	Rep. Lavielle

- c. When discussion is opened on an item, Secretary McCaw 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 Secretary McCaw first.
 - d. Members must unmute their phones by pressing *6 and identify themselves each time they wish to speak or ask questions and wait to be recognized to ensure orderly progress of the meeting.
 - e. Secretary McCaw will answer questions or will call on the appropriate agency representative(s) who must unmute their phones by pressing *6 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.