

Teleconference/Videoconference Meeting Protocols

Established and Effective: April 3, 2024

Given that the Louisiana Developmental Disabilities Council (the Council) primarily focuses on issues dealing with disabilities, there is no limitation as to the number of successive meetings via electronic means that may be conducted. Therefore, all Council meetings shall be accessible via ZOOM and livestreamed on [YouTube](#). All meetings shall be recorded, maintained and available for at least two years on the Council's YouTube Channel.

Council Member Participation via Teleconference/Videoconference

Quorum: Council or Committee members who participate via ZOOM shall:

- Be considered present and count towards quorum when they display a live feed video of their face with their first and last name. **Note:** All members of the Council, whether participating from the anchor location or via electronic means, shall be counted for the purpose of establishing a quorum.
- Have microphones muted unless called upon by the Chairperson
- Electronically raise their hand to request the Chair recognize them to speak
 - Once recognized to speak by the Chair their microphone shall be turned on. After speaking the microphone shall be returned to mute.
- Shall notify staff if they experience any technical problems
 - If a member experiences technical problems, the presiding officer will recess the meeting until the member is able to reconnect or resolve the technical problem.
 - If the quorum **is lost** because of technical problems, no further action shall be taken. The meeting will be recessed until the member is able to rejoin the meeting. If the member is unable to rejoin within one hour of the time connectivity was lost, the meeting shall be adjourned.
 - If the quorum **is not lost** because of technical problems, the presiding officer shall recess the meeting for at least fifteen (15) minutes to give the member participating via Zoom time to reconnect. If after the 15 minutes the member is not able to reconnect, the meeting may continue only if a quorum is present.
- **NOTE:** If the anchor site experiences technical problems that cause a loss of quorum, the presiding officer shall recess the meeting. If the technical problem cannot be resolved within one hour, the meeting shall be adjourned.

Voting: Council or Committee members who participate via ZOOM shall:

- Be allowed to participate and vote when they display a live feed video of their face with their first and last name during every roll call vote. **Note:** All members of the Council, whether participating from the anchor location or via electronic means, may vote.

Public Participation via Teleconference/Videoconference:

Members of the public may participate via ZOOM or observe meetings live on the Council's [YouTube](#).

- At least seventy-two (72) hours prior to the meeting, the Council shall post the following on the Council's website (www.laddc.org)
 - Meeting notice and agenda and
 - Detailed information regarding how members of the public may:
 - Participate in the meeting via electronic means, including the applicable videoconference link and/or teleconference phone number; and
 - Submit written comments regarding matters on the agenda prior to the meeting.

Public Comment:

- Prior to the meeting, written public comments may be submitted until 12:00 PM (noon) the day prior to the meeting. A public comment form will be made available on the meeting notice and agenda.
- During the meeting, public comment will be taken before all votes and during the designated times on the agenda. At the discretion of the Chair, public comment may also be heard when applicable. Any member of the public may make a public comment by:
 - Electronically raising their hand to request to comment.
 - Upon being recognized to speak by the chair their microphone will be turned on by staff. After speaking, staff shall return the microphone to mute. **NOTE:** The Chair has the discretion to enforce a time limit to public comment. If the rule is enforced, the staff will keep track of the time by using a timer-system.
- The Chat and Q&A features will both be available for the April 2024 Council meeting as an ADA accommodation. After the April 2024 meeting, only the Q&A feature will be available as an ADA accommodation.