801.538.8950 inlandportauthority.utah.gov

U T AH INLAND POR T A UTHORITY

Public Comment Electronic Board Meetings

Procedure and Guidelines | 2020

Due to limiting factors brought on by meeting restrictions and safety protocol, the Utah Inland Port Authority (UIPA) Board is holding all meetings electronically, and therefore, public comment will be taken remotely. To provide necessary security protocol and a streamlined process, the following guidelines apply to all wishing to provide comments to the board.

If you have questions regarding the process, please call 801-538-8950.

**Procedure**

Joining the Meeting

* The link to participate in the electronic meeting will be posted with the agenda and on the UIPA website: **inlandportauthority.utah.gov**
* **You must register for the meeting**. Required information includes: first and last name, valid email
* Once registered, you will receive an email confirmation and the option to add the event to your calendar.
* To enter the event, click on the link found in the confirmation email/calendar invite.

During the Meeting

* When the meeting begins, attendees who wish to make public comment may use the “raise your hand” option to enter the queue.
* When the chair begins public comment, individuals in the queue will be called on in the order in which they entered the queue. Each individual is allowed three (3) minutes of public comment germane to the topic being discussed by the board.

**Guidelines**

* All proceedings will be recorded and shared publicly.
* Calendar/email registrations should not be shared among participants. Registrations are unique to each individual. Duplicates may result in none of the participants being allowed to participate. **Sharing of the link to register is appropriate**.
* Per security protocol, all attendees will have audio only capabilities. Those wishing to provide public comment will be unmuted by the administrator when called upon.
* UIPA has adopted a formal electronic meeting policy and additionally follows the direction of executive and legislative leadership.
	+ Governor’s executive order [2020-05](https://rules.utah.gov/wp-content/uploads/Utah-Executive-Order-No.-2020-5.pdf)
	+ Legislative procedures on electronic meetings
* UIPA believes in public discourse and encourages constructive, collaborative communication around issues. Disruptive behavior that distracts from the issues and collaborative dialogue will not be tolerated. Participants found to be a disruptive will be expelled from the meeting and not permitted to re-enter.