

**COLORADO GENERAL ASSEMBLY**

STAFF  
Natalie Castle, Director

EXECUTIVE COMMITTEE  
Sen. Stephen Fenberg, Chair  
Rep. Julie McCluskie, Vice-chair  
Sen. Dominick Moreno  
Rep. Monica Duran  
Sen. Paul Lundeen  
Rep. Mike Lynch



**EXECUTIVE COMMITTEE OF THE  
LEGISLATIVE COUNCIL**

ROOM 029 STATE CAPITOL  
DENVER, COLORADO 80203-1784  
E-mail: [lcs.ga@coleg.gov](mailto:lcs.ga@coleg.gov)  
303-866-3521 FAX: 303-866-3855

April 18, 2023

**Policy of the Executive Committee Pursuant to  
Section 2-3-303 (2)(h)(I)(A), C.R.S.**

**Regulations for Electronic Participation in  
Joint Committee Meetings Occurring During the Legislative Interim**

**Section 1 – Electronic Participation Permitted**

Section 2-3-303 (2)(h)(I)(A), C.R.S., allows the Executive Committee of the Legislative Council to establish policies regarding electronic participation in committee meetings occurring during the legislative interim. This policy is effective April 18, 2023, and rescinds all prior Executive Committee policies on electronic participation in committee meetings occurring during the legislative interim. While these regulations are in effect, members of the General Assembly may participate electronically in committee meetings occurring during the legislative interim. A committee with electronically participating members will be conducted using Zoom.

A member of a committee meeting during the legislative interim who is participating electronically may:

- be marked as “present” for purposes of attendance and to establish a quorum for the committee;
- vote on matters before the committee;
- make motions;

- speak to matters before the committee, if recognized by the committee chair; and
- observe committee meetings through zoom.

**Applicable committees.** For purposes of this policy, the term “committee meeting occurring during the legislative interim” includes any meeting of a joint statutory committee, joint ethics committee, or joint interim committee that occurs during the legislative interim.

“Joint interim committee” means a committee formed pursuant to Section 2-3-303.3, C.R.S.

“Joint statutory committee” includes a committee, subcommittee, ad hoc committee, advisory committee, commission, or task force created in statute and staffed by nonpartisan legislative staff. For a list of these committees, contact [lcs.ga@coleg.gov](mailto:lcs.ga@coleg.gov).

**Exclusions.** This policy does not govern electronic participation in House or Senate committees of reference, the House or Senate Services Committees, the House or Senate Workplace Harassment Committees, and House or Senate ethics committees.

## **Section 2 – Requirements and Procedures**

**In-person participation.** If the committee meeting occurring during the legislative interim includes in-person public testimony, the committee chair, vice-chair, or other designated member of the committee must also participate in person. For committee meetings that do not include in-person public testimony, the meeting may be held entirely electronically, unless a member of the committee wishes to participate in person.

**Ascertaining the presence of a quorum.** The quorum for a committee meeting occurring during the legislative interim will be ascertained by a verbal roll call at the beginning of the meeting, and attendance is recorded by the committee analyst. A member of the committee who is participating electronically and is able to communicate using the video conferencing software is considered present for purposes of attendance, determining a quorum, and voting.

**Verifying an electronically participating member’s identity and authenticating the member’s actions.** The identity of each member of a committee meeting occurring during the legislative interim participating electronically will be verified through multi factor authentication. This process will be accomplished as follows:

1. The member participating electronically logs into Zoom using a unique password. This process will serve as the initial verification of the member’s identity.
2. Zoom’s video capabilities will serve as a second method to verify the member’s identity. A member who is participating electronically should turn on the conferencing software’s video capabilities while they are participating electronically; however, if technical difficulties or insufficient internet bandwidth make it impossible for the electronically participating member’s video to be shown, the prior method of authentication is sufficient to authenticate the member's identity and actions and the member may still electronically participate.

**Advanced notice required.** Unless an unexpected health emergency or similar incident arises, and to the extent possible, a member must provide notice of intent to participate electronically in a

committee meeting to the joint committee's chair, the joint committee's designated staff person, and the Legislative Council Information Technology staff by emailing [ithelp.ga@state.co.us](mailto:ithelp.ga@state.co.us) at least one day in advance of when the member wishes to begin participating electronically.

**Remote locations and technology.** Members who cannot participate electronically due to insufficient technological capabilities may still participate in-person, if time allows, or should contact the joint committee chair to be excused from the joint committee meeting. The appointing authority for the member who cannot participate electronically may designate another member as a replacement prior to the meeting.

**Technical capabilities.** Members who have concerns about their ability to participate electronically due to their internet network or technology issues should contact Legislative Council Information Technology staff to see if their issues can be resolved.

**Technology issues.** Staff will make every effort to connect members participating electronically. However, if a technological connection is deemed to not be possible, the joint committee meeting may proceed without that member's participation, and the joint committee chair may mark the member as "excused" for roll call and voting.

**Best practices.** To the extent possible, members participating electronically should participate from a fixed location that appears professional on camera. Joining the meeting a few minutes early will allow for a proper connection test and troubleshooting if needed.

**Chat and Q&A functions of video software.** Zoom's Q&A function will be disabled during the committee meeting. The chat feature may be used to distribute materials or for technical questions. Members and staff using the chat feature should be aware that they may be creating a public record under the Colorado Open Records Act .

**Video and microphones.** Members are to keep their cameras on while participating electronically via Zoom, but are permitted to leave the view of their camera from time to time. Members should turn on their cameras when voting. Members should mute the microphones on their electronic devices connected to Zoom, except when voting and during roll call.

**Video and audio of committee meetings.** Video of legislative committees conducted with electronically participating members will not be broadcast and will only be available to members, staff, registered members of the public, and other entities who have joined the Zoom. Live and archived audio of legislative committees will be available on the General Assembly's website.



---

President Stephen Fenberg, Chair




---

Speaker Julie McCluskie, Vice-chair



---

Majority Leader Dominick Moreno



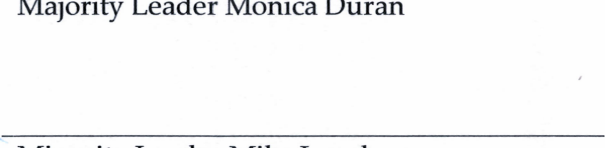
---

Majority Leader Monica Duran



---

Minority Leader Paul Lundeen



---

Minority Leader Mike Lynch