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SPEAKER OF THE HOUSE  
Chair:  
Executive Committee of the  
Legislative Council  
Legislative Council Committee

**COLORADO**  
**HOUSE OF REPRESENTATIVES**  
State Capitol  
Denver  
80203

## **Regulations of the Speaker of the House of Representatives pursuant to Section 2-2-404, C.R.S., and House Rule 53 - Regulations for Remote Participation in Legislative Proceedings**

### **Limited Remote Participation by Members of the House of Representatives for Floor Sessions**

#### **Section 1 – General Provisions**

##### **1.1 – Limited Remote Participation by Members Permitted for Floor Sessions**

House Rule 53 permits the Speaker of the House of Representatives, after consulting with the Majority Leader and the Minority Leader, to invoke regulations for remote participation if the conditions concerning a declared public health disaster emergency, as described in Joint Rule 44 (a) of the Joint Rules of the Senate and the House of Representatives, are met and the Speaker finds that holding in-person legislative proceedings poses an increased health risk to the members of the House or to the public.

**Limited remote participation permitted.** These regulations permit limited remote participation for House floor sessions, and remain in effect only so long as the declared state of public health disaster emergency continues. While these regulations are in effect, members of the General Assembly may participate remotely in House floor sessions via video conferencing software and vote via a third-party voting software, if such a voting system is available and functional.

Members participating remotely may:

- be marked as “present” for purposes of attendance and to establish a quorum for the body;
- vote on matters before the House of Representatives;
- move, and speak to, a bill or an amendment to the bill if the member is the bill sponsor and if recognized by the Speaker; and
- observe floor sessions through a connection to video conferencing software.

**Advanced notice required.**—Unless an unexpected health emergency or similar incident arises, and to the extent possible, a member of the House must provide notice of intent to participate remotely to the House Majority Leader, the House Chief Clerk, and the Legislative Council Information Technology staff at least one day in advance of when the member wishes to

begin participating remotely. Once a member is approved to participate remotely, the member must participate remotely for all subsequent House Floor sessions, unless the member receives permission from the House Majority Leader to participate in person. If the member is a member of the minority party, the member must also notify the House Minority Leader of their intent to participate remotely.

**Remote locations & technology.** A member may participate remotely from their home, or may travel to another location if the member does not have appropriate connectivity at their home. Members who cannot participate remotely in floor sessions due to insufficient technological capabilities and who do not wish to participate in person should contact their caucus leader, the Speaker, or both to be excused from the floor session.

**Remote participation cannot be compelled.** It is anticipated that there will be members who participate in person and members who participate remotely for any floor session. Members cannot be compelled to participate remotely.

**No applicability to committee meetings.** These regulations do not apply to meetings of committees occurring during the legislative session, and members may not participate remotely in meetings of committees of reference or other committee meetings during the legislative session.

## **1.2 - Verifying a Remotely Participating Member's Identity and Authenticating the Member's Actions**

The identity of each member participating remotely will be verified through multifactor authentication. This process will be accomplished as follows:

1. The member participating remotely logs into the video conferencing software program selected by Legislative Council Information Technology staff. Each member will have a separate account for the video conferencing program that will require a unique password. This process will serve as the initial verification of the member's identity.
2. The use of the video conferencing software's video capabilities will serve as a second method to verify the member's identity. A member who is participating remotely should turn on the conferencing software's video capabilities at all times while they are participating remotely; however, if technical difficulties or insufficient internet bandwidth make it impossible for the remotely participating member's video to be shown, the prior method of authentication is sufficient to authenticate the members' identity and actions and they may still remotely participate in the session.

## **1.3 - General Technology Procedures**

**Training and technical capabilities.** Members who wish to participate remotely must make themselves available for information technology staff to test equipment and software and the members must have participated in training and/or practice sessions. Members who have concerns about their ability to participate remotely in floor sessions due to their internet network or technology issues should contact Legislative Council Information Technology staff to see if their issue can be resolved.

**Technology issues.** Staff will make every effort to connect members participating remotely to floor sessions. However, if a technological connection is deemed to not be possible, the floor session may proceed without that member's participation, and the presiding officer may mark the member as "excused" for roll call and voting.

**Best practices.** To the extent possible, members participating remotely should participate from a fixed location that appears professional on camera.

**Chat and Q&A functions of video software.** The Q&A function will be disabled during the use of the video conferencing software for floor sessions. The chat feature may be used to distribute amendments and other materials. Members and staff using the chat feature should be aware that they may be creating a public record under the Colorado Open Records Act by using this feature.

#### **1.4 - Quorum for Floor Sessions**

A member is included when calculating a quorum if the member is:

- participating in a floor session in person; or
- participating remotely in a floor session and is able to communicate electronically using approved video conferencing software. As such, the member is considered present as if physically present in the House chamber. The Chief Clerk of the House shall include in the journal of the day's proceedings the name of each member remotely participating on that day.

## **Section 2 - Floor Sessions**

### **2.1 - Participants**

**Connecting to video conferencing software.** A floor session with remotely participating members will be conducted using video conferencing software. All remotely participating members will join the video conference.

In addition, the following individuals and entities will connect to the video conference:

- the chamber, for the purpose of providing the chamber audio to the video conference;
- nonpartisan House staff, to assist members in participating in the conference (e.g. monitoring member requests to speak and making amendments available);
- Legislative Council Information Technology staff, who will serve as the meeting host; and
- the Colorado Channel, for the purpose providing the chamber video to the video conference.

**Video and audio.** The Colorado Channel will provide its video feed through the video conference. Members participating remotely may watch floor sessions via this feed. Members participating remotely should enable their video at all times and should mute the microphones on their electronic devices connected to the video conference, except when voting and during roll call.

### **2.2 - Ascertaining the Presence of a Quorum**

The quorum for convening of the House of Representatives will be ascertained by a verbal roll call, and attendance will be recorded by the House Reading Clerk.

### **2.3 - Floor Voting Procedures**

**Voice votes.** Remotely participating members will vote via voice by speaking into the microphone while using the web conferencing software. Members participating in person will speak their votes aloud in the chamber. The presiding officer makes a ruling on the motion on which voice votes are taken.

**Recorded votes – in-person members on the House floor.** Members participating in person from the House floor will cast their votes via the House voting machine, and the votes will be displayed on the House voting board.

**Recorded votes – remotely participating members and members participating from areas of the House chamber other than the House floor.** The House Reading Clerk will call the names of all members who have not voted via the House voting machine, including the members who are participating remotely and the members who are participating from areas of the chamber other than the floor, and such members will vote on the motion by voice.

After each member's vote, the Speaker will confirm the member's vote, and the House Reading Clerk will enter the vote into the House voting system. After all members have voted, the Speaker will call for the House voting machine to be closed and announce the outcome of the vote. The outcome of the vote will be shown on the House voting board and be published in the House Journal.

## **2.4 - Standing Division Votes in the House**

Members participating in person, including those members participating from a location in the chamber other than the House floor, will indicate their position on the division vote by standing.

A remotely participating member may raise their hand in front of their face into the camera to indicate their position on the division vote. Staff will total the in-person and remote participation tallies and provide the presiding officer the total. During the division vote, the Colorado Channel's views will temporarily be blocked.

## **2.5 - Calls of the House**

Any member participating in person who is recognized by the presiding officer may move a call of the House of Representatives. A call must be sustained by ten members of the House of Representatives. Calls in the House of Representatives are sustained by members voting via the House voting machine or, in the case of a member participating from a location other than the House floor, by the member raising their hand. A remotely participating member may sustain the call by waiving their hand in front of their face into the camera.

For remotely participating members, if a call is sustained, a caucus leader will send a text notification to the members' cell phones that there has been a call of the chamber and members must return to the video conference. If a member does not return to the video conference, the member will be marked absent on the roll call.

The call may be raised by a majority vote of House members, including those participating remotely.

## **Section 3 - Amendments**

### **3.1 - Display of Amendments**

Floor amendments will be displayed upon request on the screen in the House chamber. Floor amendments will also be placed in the Box cloud content storage system when they are moved. Remotely participating members may access amendments directly through Box or through a link that will be placed in the chat function of the video conferencing software.

## **Section 4 – Other Items**

### **4.1 - Broadcasting Floor Sessions**

Video of House floor sessions conducted with remotely participating members will be broadcast live via the Colorado Channel. Archived video of floor sessions will be available via the Colorado Channel.

Audio of House floor session with remotely participating members will be available live via the Colorado General Assembly's website and archived on the website.

### **4.2 - Payment of Compensation for Legislators Who Participate Remotely in Floor Sessions**

Session per diem may be paid to members participating remotely. Travel reimbursement may be paid to members who have to relocate to an alternate location to participate remotely. Reimbursements for travel to an alternate location must be approved by the Speaker for members of the House.