

State Liquor and Lottery Commission
Zoom Meeting Procedures
April 14, 2020

1. Meeting materials will be available on Monday, April 13th on the Commission's webpage on the Bureau's website. The link to the materials is under [Additional Resources – Material for Virtual Commission Meeting](#). (use this link to open the page)
2. Public access to the meeting shall be through Zoom Meeting.

The Meeting ID is: 514 285 0229

Password: 041420

3. Computer access is through the following link: <https://zoom.us/j/5142850229>
4. If you are using a cell phone, you will need to download the ZOOM app via the App Store or Google Play Store.
5. Tracy Willett will be the host of the Zoom meeting and will perform the duties of meeting organizer such as muting/unmuting speakers and recognizing for the Acting Commission Chair those from the public wishing to address the Commission.
6. The proceedings will be recorded.
7. Those public members participating in the meeting are asked not to speak unless called upon by the Acting Commission Chair or other presenter. Members of the Commission and BABLO staff will remain unmuted during the meeting. The host will force mute all participants until called upon. Participants are reminded that there are two (2) levels of muting – at the user level and at the host level. If a participant is recognized to speak, it may be necessary to unmute at the user level even if the host has unmuted the participant's audio.
8. The use of the chat function will not be used.
9. Order of Proceeding:
The Acting Commission Chair shall:
 - Call the meeting to order
 - Introduce the agenda item, which will be presented by the appropriate BABLO staff
 - Call for motions for approval and vote on each agenda item as appropriate
 - Public comments may be taken as directed by the Acting Commission Chair
10. Immediately following a call to recess, the Zoom meeting for the Liquor portion of the Commission meeting will be terminated and another separate Zoom meeting for the Lottery portion will commence following the recess as determined by the Acting Chair.

To Mute/Unmute Audio and Video: All audio/video will be muted by the host upon entry, except as provided in #6 above.

- Move your cursor to the bottom of the screen and a list of options will appear
- You will see a microphone icon, with the word "Mute"
- Click on the icon, your audio will be muted, and the microphone will show a line through it with the word "Unmute"

- If you are asked to unmute your line, click on the icon again and the line disappears, activating your audio
- To the right of the microphone icon, is a camera icon, with the words “Stop Video”
- Click on the icon, your video will stop showing, the camera will show a line through it with the words “Start Video” and box with your name on it will appear
- If you are asked to share your video, click on the icon again and your video will appear back on the screen

To Hide Non-Video Participants: This will allow only those with active video to appear on your screen.

- Move your cursor to the bottom of the screen and a list of options will appear.
- On the left-hand side, you should see an icon of a video camera.
- Just to the right of the video camera icon is a caret symbol that points up
- Click on that caret symbol and a list of options will appear.
- Click on the “Video Settings” option and a box will appear
- In the center of the box is the heading “Meetings”
- Next to the heading “Meetings” is a list of boxes that can be checked to turn on or off
- About the 4th option down under “meetings” is one called “Hide non-video participants”
- If you click on that option, you should see only active video on your screen
- Click on the “X” at the top right of the box, and the box will go away

To “Raise Your Hand”: If you have a comment or question, use these instructions to virtually raise your hand. Please wait to be recognized to activate your audio/video. **Before you make a comment or ask a question, please say your name and where you are from.**

- Move your cursor to the bottom of the screen and a list of options will appear
- One of these options is called “Participants” and has an icon of two people and a number, which is the number of participants on this conference
- Click on this icon and a list of participants will appear to the right of the screen, which will include your name
- At the bottom of the list on the right-hand side will be a button called “raise hand”
- If you click on that button, an icon of a blue hand will appear next to your name on the list
- If the blue hand appears next to your name, we will assume that you want to speak
- If you activate this button and then decide you do not want to speak, click the button called “lower hand” and the blue hand next to your name will disappear
- When we are ready for you to speak, we will unmute you and ask you to activate your video
- When we see your video image appear on our screen, we will recognize you to speak