

TELECONFERENCE AND VIDEO STREAMING POLICY

Adopted by Legislative Council December 16, 2021

This policy shall guide the work of the Information and Teleconference section of the Legislative Affairs Agency, which operates and maintains the teleconference system and video streaming service. Resources and infrastructure are primarily based in Juneau to facilitate the work of the Legislature during regular and special sessions. During the interim, resources are significantly reduced as a cost-saving measure.

TELECONFERENCE SERVICES

Priority Ranking

I. Alaska State Legislature – Official Meetings

- a. Floor Sessions
- b. Permanent and Standing Committees
- c. Special Committees
- d. Caucus

II. Alaska State Legislature – Other Meetings

- a. Individual legislator constituent meetings (legislator must be in attendance)
- b. A group of legislators who do not meet the above qualifications
- c. Legislative Affairs Agency

III. Government Public Hearings

Public hearings required to meet Public Meeting Law. A schedule of fees that reflect the actual costs of providing services will be provided and shall be charged to agencies of the executive and judicial branches of state government; local governments; and federal agencies for use of teleconference services.

- a. Alaska Executive and Judicial Branch
- b. Alaska Federal Delegation
- c. Local Alaska Governments
- d. Boards and Commissions

NOTE: any user may be pre-empted by higher priority users.

Acceptable Use

Recognizing that these resources are finite, please note the following guidelines for teleconference services:

- I. A legislator may use teleconferencing services for the purpose of communicating with constituents, interest groups, and other users concerning pending legislation or matters about which legislation might be proposed or legislative action taken.
- II. At least one legislator or designated staff must be present during the teleconference.

- III. Other than Priority I groups, meetings during the interim shall begin and end during regular business hours. Exceptions must be approved by the Legislative Council Chair.

Ineligible Use

Under no circumstance shall Information and Teleconference facilities, equipment, or personnel be used for:

- I. Any activity related to election campaigning or campaign planning.
- II. Any activity with no bona fide legislative purpose.
- III. Individual legislator events outside their district.

A questionable meeting request will be directed to the appropriate authority, i.e., LAA Executive Director, Rules Chair, Presiding Officer and/or Legislative Council Chair.

Hearing Protocol

Teleconference protocol during formal committee meetings shall follow the conventions of a legislative hearing. All communication between committee members and remote witnesses, whether testimony or question and answer shall be at the discretion of the Chair. Witnesses waiting to testify shall be recognized by the Chair. Conversation initiated by committee members, after testimony, shall be after they are recognized by the Chair.

Public Access

All official proceedings using the teleconference system shall be open to the public except where closed meetings are specifically authorized by law or legislative rule. Active public participation in a teleconference shall be at the discretion of the presiding Chair or meeting host.

VIDEO STREAMING SERVICES

This service is only available for meetings that are formally noticed on BASIS as an official legislative activity (committee hearing, floor session, approved Lunch & Learn). Official caucus press conferences may be streamed upon request.