Remote/Hybrid Meeting Procedures:

* This meeting is open to the public via in-person, telephone or the Microsoft Teams meeting app or webapp.

Procedures NRDP staff, and public shall follow to make this meeting a success:

NRDP staff will be the meeting host/moderator and assist in running this meeting.

This meeting will be recorded for the purpose of public record, the meeting recording will be posted publicly to NRDP's website. As such, **all meeting participants shall announce their name before speaking every time they speak** for continuity purposes. If participants do not announce their name, the moderator will need to interject and ask the speaker to give their name. This is especially important for those participants who are joining by telephone, as we will only be able to see a telephone number.

Public Procedures to Participate:

Members of the public may observe/listen to the meeting and attend for purposes of public comment either in person, by using the Teams link or by telephone. Meeting agenda and backup materials, including the slideshow presentation, can be found at: NRDP Notices – Montana Department of Justice

All public comments and questions will be held upon conclusion of presentations.

Members of the public participating via Teams may raise their hand (for directions see links at the end of this document) and wait to be addressed by the moderator or politely interject and wait for acknowledgment by the moderator, to provide comment or ask a question, **please do not talk over others**. Comments/questions will first be taken from the public attending the meeting in-person and then those participating remotely via Teams or telephone. If your question is asked or addressed before you are acknowledged, please lower your hand. Everyone will get a chance to speak if they wish to do so.

NOTE: If you try to speak without being recognized by the moderator, your comment/question may not be heard. Also, it has come up that the raise your hand feature in Teams is not always available depending on how you join the meeting. If you do not have the ability to raise your hand, please politely interject and ask the moderator to speak, only when the question/discussion portion of the meeting is opened by the moderator.

Due to the content of this meeting, we strongly recommend you access this meeting via Teams on a computer/laptop or smartphone; however, members of the public may participate via telephone. Access to the slideshow presentation and other meeting materials can be found NRDP Notices – Montana Department of Justice

Any oral public comment provided is a public record that is recorded, archived, and available on the Internet.

If unwanted attendees disrupt this meeting, the meeting may need to end abruptly and be rescheduled.

NRDP will make reasonable accommodations for persons with disabilities who wish to participate in this public meeting. For questions about accessibility or to request accommodations, please call

Meranda Flugge at 406-444-0229 or email at meranda.flugge@mt.gov as soon as possible but no later than 3:00 PM two business days in advance of the meeting.

Use the links below for instructions from Microsoft on joining a Teams meeting, raising your hand, and other controls:

Microsoft Teams meeting

Join:

https://teams.microsoft.com/meet/292740740702802?p=siuFfJgljcl0nkfYYy

Meeting ID: 292 740 740 702 802
Passcode: AZ7oq3h8

Need help? | System reference

Dial in by phone

+1 406-318-5487,,999771122# United States, Billings

Find a local number

Phone conference ID: 999 771 122#

Join on a video conferencing device

Tenant key: teams@mt.onpexip.com

Video ID: 111 297 636 3