

SECRETARY OF STATE  
STATE OF LOUISIANA

R. KYLE ARDOIN  
SECRETARY OF STATE



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## STATE BOARD OF ELECTION SUPERVISORS

### Notice and Agenda

Thursday, January 28, 2021

10:00 a.m. **Via Video Conference**

Link to Meeting:

<https://zoom.us/j/94720743004?pwd=MEhCbUtOVXNYb29zM3I2dy9nMIRxUT09>

Instructions for viewing meeting and public comment are attached.

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### AGENDA

- I. Call to Order and Roll call.
- II. Certification Pursuant to La. R.S. 42:17.1 (Act No. 302, 2020 Regular Legislative Session)
- III. Adoption of minutes – January 22, 2020 meeting.
- IV. New business
  - A. Presentation of proposed legislation for the 2021 Regular Session of the Louisiana Legislature.
- V. Other business
- VI. Adjourn.

If you have any questions regarding the State Board of Election Supervisors Meeting, please contact Ray Wood at the Secretary of State's Office at (225) 287-7475. Comments for the meeting may be submitted electronically to [ray.wood@sos.la.gov](mailto:ray.wood@sos.la.gov).

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### Instructions for joining Zoom

#### **Web Access/Zoom App:**

Link to Meeting: <https://zoom.us/j/94720743004?pwd=MEhCbUtOVXNYb29zM3I2dy9nMlRlUT09>

Meeting ID: 947 2074 3004

Password: 018536

*Note: You will be asked to download Zoom if you have not downloaded the app.*

#### **Telephone Access**

Call: 1-346-248-7799.

Enter Meeting ID: 947 2074 3004, followed by #.

When prompted to enter your participant ID, either wait or press # to skip.

Enter Security Code: 018536, followed by #.

To unmute your call to speak, press \*6 when prompted by the meeting organizer.

**Note:** When using the phone only option, participants' phone numbers are visible to all attendees. Additionally, meeting video is recorded and will be archived and attendee lists are visible

#### **Only if accessing via web or Zoom App:**

1. After clicking the link, you will be brought to a screen asking "Open Zoom?" Click on "Open Zoom" in the dialog box at the top of your screen. Be sure to [download & run Zoom](#).
2. If you cannot download or run the Zoom application, you may join the meeting by clicking "Join from your browser" (Scroll to the bottom and this option will be available in blue). Select "Continue in Browser".
3. You will be prompted with a box to choose the method you want to join the meeting.
  - a. If you choose "Computer Audio", you will be prompted to join the meeting. Please mute your audio on the lower left corner and click on your video to ensure a red line is drawn through it to eliminate your camera being visible to others.
  - b. If you choose "Phone Call", you will dial 1-346-248-7799, enter your participant ID as listed on your computer screen, and press # to join the meeting.
4. Please be sure to mute your audio on your computer and your phone upon joining the meeting.
5. There will be two ways to communicate during the meeting:
  - a. You can raise your hand via the chat option (located at the bottom of your screen) and wait to be recognized to speak.
  - b. You may send questions via the chat option
  - c. You may wait until the host gives the option to ask questions. Unmute your phone or laptop/computer and give your name/company you are representing/item addressing
6. Upon clicking "Leaving Meeting", you will be prompted to click "Leave Meeting" again to exit the meeting.

### **Public Comment**

There are two options to provide public comment for the SBOES meeting, prior to or during the meeting. Below are the processes for both options. Any public comments received will be read during the meeting.

- **Prior to Meeting:**  
Emails will be received up to 5:00 pm on January 27, 2021. All emails must be submitted to [ray.wood@sos.la.gov](mailto:ray.wood@sos.la.gov) and must include the State Board Recommendation Item number, your name and a brief statement. If you wish to speak during the meeting, please indicate in your email. You will be addressed during the meeting.
- **During the Meeting:**
  - Within the Zoom meeting, simply click “Chat”. You will be acknowledged. To provide comments, you must include the Agenda Item number, your name and a brief statement. Please note that all comments submitted are recorded and visible to all participants.
  - Within the Zoom meeting use the “Raise your Hand” feature as follows:
    - Using the Zoom app or web application, select the blue hand to raise your hand
    - Using the dial in, enter \*9

If there are any questions regarding the above instructions, please contact Ray Wood at (225) 287-7475. It is encouraged to test your device prior to the meeting to ensure no connectivity problems.