

**NEBRASKA EQUAL OPPORTUNITY COMMISSION**  
**PUBLIC MEETING GUIDELINES**  
**September 17, 2021**

These guidelines will be in effect for NEOC Commission Meetings held in-person during the current pandemic, with the goal of providing the safest environment possible for the public, Commissioners, and NEOC staff, while still complying with the Open Meetings Act, our own statutes, and regulations.

- Omaha State Office Building; 1313 Farnam Street 1st Floor Conference Room
- A modified check-in routine will be in-place. Please follow staff instructions and/or signage when you arrive.
- A face covering is expected. Disposable masks will be available, or feel free to wear your own face covering. Hand sanitizer will also be available.
- Per social distancing guidance and best practices, the public is expected to distance as far as possible and practicable from each other and from the Commissioners and Commission staff.
- As an alternative to attending the meeting in-person, the public is strongly encouraged to observe the meeting online through our state platform, WebEx. **Notes:** This method is for observing only. You will be unable to interact or participate in the meeting. Although the Commission makes every attempt to have clear audio, we are not able to assist the public with sound or connectivity issues, so be prepared to adjust your speaker or headphone volume throughout the meeting or reconnect if your connection fails. A recording will be made available on the NEOC website to review the audio as well in the weeks after the meeting. The address to observe the meeting via the internet or phone is as follows:

Computer Access – Shortened URL:

<https://shorturl.at/CJMY3>

Password (if prompted): falltime

To attend by phone (note - long distance):

Dial: **1-408-418-9388**, Access Code: **2492 352 3500**

- Individual case summaries will be read. As always, the Commissioners read the relevant case materials prior to the meeting. During the meeting, the Commissioners may discuss the cases amongst themselves or ask clarifying questions of the Commission Staff prior to making a decision on a case.
- Parties (or Representatives) to cases to be heard before the Commission have two ways they can interact and participate:
  - **Option 1 (preferred):** Submit a statement in writing by 5:00 PM on the Thursday before the meeting (9/16/2021) to [NEOC.Response@nebraska.gov](mailto:NEOC.Response@nebraska.gov). The statements will be read into the record by Commission staff. Statements **will be limited to two minutes of talk time, or one written page**, and must not include any names, nicknames or identifying information. Any statement received after 5:00 PM the Thursday prior to the meeting may not be presented. Statements received by the deadline will be read into the record regardless of attendance, but will take the place of directly addressing the Commission, not be in addition to that option.
  - **Option 2:** Speak directly to the Commission, only for Parties present in-person (not available for those engaging online or phone) and who have not submitted a statement to be read. Remarks will be limited to two minutes, and you may not use the names, nicknames or identifying information of anyone involved in the case.
  - **Note:** Parties are not required to speak or to present a written statement. Such participation is optional. The Commission will still be prepared to decide your case.

**If you have any questions about these guidelines, please contact the NEOC at 402-471-2024.**