

# CALIFORNIA STATE PARKS AND RECREATION COMMISSION VIRTUAL MEETING PROCEDURES

As a result of the COVID-19 emergency and the Governor's Executive Orders [N-29-20](#) and [N-33-20](#), this State Parks and Recreation Commission meeting will occur virtually through video and teleconference. There will not be a physical place where the public can go in-person to speak. The State Parks and Recreation Commission is conducting the meeting virtually to avoid a public gathering and protect public health during the COVID-19 pandemic. The State Parks and Recreation Commission will be using the video conferencing service, Zoom, to host the meeting and allow for remote public participation. Members of the public will be able to listen to and watch the meeting and comment by Zoom video conferencing or by telephone.

The State Parks and Recreation Commission asks for patience and cooperation as we transition to video and teleconferencing meetings.

## **Watch or Listen to the STATE PARKS AND RECREATION COMMISSION Meeting**

The virtual State Parks and Recreation Commission meeting will be webcast, just as its regular meetings are, and can be viewed online through most web browsers at [cal-span.org](http://cal-span.org).

## **Provide Public Comments via Zoom Video Conferencing or Phone**

Members of the public will be able to comment on specific agenda items through the Zoom Video Conferencing platform or by phone.

- **You do NOT need to install Zoom software on your computer to view the meeting or provide comments.** Just click on the link you receive after you have registered, and the Zoom service can run within an existing web browser.
- Downloading the Zoom software may; however, provide a better meeting experience. You can download the Zoom software in advance for free at [zoom.us/download](https://zoom.us/download).
- The Zoom Help Center provides various "how-to" articles: [support.zoom.us/hc/en-us/categories/200101697](https://support.zoom.us/hc/en-us/categories/200101697)

## **How to Participate by Zoom Conference or Phone:**

If you would like to comment on an item, please complete the Public Comment section of the on-line registration form. These requests will allow Commission staff to identify people who want to speak, locate the person within the Zoom meeting waiting list, and unmute that person so they can address the State Parks and Recreation Commission at the right time. **We strongly encourage anyone wishing to speak to submit the**

**request through the on-line Public Comment section of the registration form to assist with meeting management and limit the potential for human error.**

**Please Note: Members of the public requesting to speak during Public Comment periods, including Public Comments for Items Not on the Agenda, will be given 1 minute to speak. The State Parks and Recreation Commission will not allow for the ceding of time from one speaker to another speaker.**

**Any PowerPoint or video must be submitted no later than September 22, 2021, which is five (5) business days prior to the meeting date.**

**Provide a real-time comment via Zoom Video Conferencing or phone:**

- On the day of the meeting, you may watch and listen to the meeting using the link provided when you submitted your on-line registration form. Please note that when you join the meeting, your audio and video will be automatically muted on your device until you are asked to speak.
- When you are asked to speak during the public comment periods, the meeting organizer will unmute the audio **only** on your device. Your video will continue to be muted during your comments, which means the Commission will only hear your voice and will not be able to see you.
- If you have previously provided a PowerPoint or video, the meeting organizer will advance PowerPoint slides or begin a video at your request. Please say “next slide please” as you advance through your presentation.
- After your presentation is complete or your speaking time has expired, your device will be automatically muted. You will be able to continue to view or listen to the meeting. You may also view the remainder of the State Parks and Recreation Commission meeting through the online webcast at [Cal-SPAN.org](http://Cal-SPAN.org). (Note: If you have signed up to speak on multiple agenda items, we suggest that you remain in the virtual meeting to watch and listen until your next agenda item is presented).

**Listen and/or provide an audio comment by phone:**

- If you do not have internet access, or you prefer to participate by phone, or you just want to listen to the meeting via your phone, please call the phone number provided on your registration reply form.
- If you wish to speak on an agenda item by phone, dial \*9 to raise your hand.
- If you wish to make a presentation by PowerPoint or video while participating by phone, the **PowerPoint or video must be submitted no later than Thursday, September 22, 2021, which is five (5) business days prior to the meeting.**
- If you wish to speak on an agenda item by audio only using a phone, on the day of the meeting, you may call the meeting telephone number provided to you in the registration reply form and listen to the meeting until your agenda item is presented. Please note that when you join the meeting by phone, your phone will be automatically muted until you are asked to speak.

- When you are asked to speak, the meeting organizer will unmute your phone. If you decide that you do not want to speak, you may continue to listen to the meeting.
- After you have finished speaking or your speaking time has expired, your phone will be automatically muted by the meeting organizer. You will be able to continue to listen to the meeting as long as you wish.

## **Guidelines for Speaking During the Meeting**

- Virtual meetings often lack the same visual and social cues available during public, in-person meetings. Please be respectful and patient so all interested speakers can be fairly heard.
- Monitor the webcast of the meeting and call in to the meeting or start your Zoom connection a few minutes before your agenda item starts to make sure that you can fix any technical issues prior to the start of your agenda item.
- Your device will be muted until it is your turn to speak. While muted, you will be able to watch and hear the State Parks and Recreation Commission meeting.
- You will have up 1 minute to provide your public comments.
- Please participate from a quiet room so that the State Parks and Recreation Commission can hear you when you are asked to speak. If you are using the internet to connect to the meeting, try to make sure that you have a good connection so that the State Parks and Recreation Commission can hear you clearly.
- It is important to avoid creating acoustic feedback. If there are other devices near you from which you are watching the meeting, please make sure that the speaker volume of those devices is turned down or muted when it is your turn to speak.
- The State Parks and Recreation Commission Chair will maintain decorum during the meeting as is customary in public meetings. People who are disruptive may be removed from the remote meeting service or have their connection muted.