



Participating in Santa Monica Bay Restoration Commission Meetings During the COVID-19 Emergency

Updated October 6, 2021

Background

As a result of the COVID-19 emergency and as authorized by Government Code section 11133, meetings will occur solely via remote presence by video and teleconference. There will not be a physical public access location. The Santa Monica Bay Restoration Commission (Commission) is conducting meetings this way to protect public health by avoiding public gatherings and requiring social distancing. At the same time, the Commission remains committed to transparency. Members of the public will be able to listen to and watch the meeting and comment if desired.

The Commission asks for patience and cooperation. While every effort has been made to streamline the experience and conduct meetings in the manner to which our stakeholders have grown accustomed, there may be technical issues and human error. We will attempt to correct any issues that arise as soon as we can.

The Commission will be using the Zoom meeting service to allow remote participation. To participate, you can join by phone or the Zoom application. Instructions and guidance are below (see "[Participating via Telephone](#)," "[Participating via Zoom](#)," and "[Guidelines for Orderly Participation](#)").

If any individual requires a disability-related modification or accommodation to attend or participate in the meeting, please contact Caitlin Gray by email at Caitlin.Gray@waterboards.ca.gov at least 3 days prior to the meeting.

Obtaining the Meeting ID and Password

- The meeting ID and password are necessary to join the Zoom meeting by phone or with the Zoom application.
- **Before joining the meeting, please complete the Zoom registration form associated with the meeting to obtain the meeting ID and password.** The Zoom registration form will be linked at the top of the meeting agendas under "Video and Teleconference Meeting During COVID-19 Emergency".
 - If you want to make public comment during the meeting, please identify the agenda item(s) under which you'd like to speak in the registration form. More information is below (see "[Requesting to Comment: the 'Virtual Green Speaker Card'](#)").



- After registering for the meeting, you will automatically receive a confirmation email with the meeting ID and password.
- If you have questions or issues using the registration form, please email Caitlin Gray at Caitlin.Gray@waterboards.ca.gov.

Participating via Telephone

- The Zoom remote meeting service allows individuals to dial from a list of California phone numbers.
- You will need to have the meeting ID and password to join. After registering for the meeting, enter the meeting ID and password when prompted.
- To virtually raise your hand, dial *9 on your phone.
- When it is your turn to speak during the meeting, dial *6 on your phone to unmute yourself.
- If you're using your phone for audio and another device for video, you can bind your phone and device so that your video stream shows when you speak. Simply enter your participant ID once you are in the meeting by dialing #[Participant ID listed in the Zoom application]# on your phone.
- General information about using a phone to participate in a Zoom meeting is available here: <https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-by-phone>.

Participating via Zoom

- You will need to have the meeting ID and password to join. After registering for the meeting, enter the meeting ID and password when prompted or use the direct Zoom link.
- You do not need to install software on your computer to participate. The Zoom service can run within an existing web browser. However, downloading the Zoom software may provide a superior meeting experience for you. You can download the Zoom application in advance at <https://zoom.us/download>
- General information about Zoom features is available here: <https://support.zoom.us/hc/en-us/categories/200101697>

Requesting to Comment: the “Virtual Green Speaker Card”

Persons speaking at Commission meetings are accustomed to filling out a green speaker card. To allow for a more orderly process of identifying speakers in advance, the Commission will use virtual speaker cards. The virtual speaker card will allow Commission staff to identify commenters interested in a particular item, locate them within the Zoom meeting waiting list, and unmute them so they can address the Commission members at the appropriate time.

To request to speak on an item, at least 30 minutes before the meeting start time on the day of the Commission meeting:

- Use the registration form to obtain the meeting ID and password (see “[Obtaining the Meeting ID and Password](#)” above). In the registration form, please identify the agenda item(s) under which you’d like to speak.
- After registering for the meeting, you will automatically receive a confirmation email with the meeting ID, password, and general information about providing public comment at Commission meetings.
- If you have questions or issues requesting to comment, please email Caitlin Gray at Caitlin.Gray@waterboards.ca.gov.
- If you do not use the registration form to request to comment at least 30 minutes before the start of the meeting, you can still address the Commission provided you are in the Zoom meeting before the Commission ends that item. However, you will be heard after all other speakers.

Guidelines for Orderly Participation for Those Who Want to Comment During the Meeting

- Remote meetings often lack the same visual and social cues available during public, in-person meetings. Please be respectful and patient so all interested commenters can be fairly heard.
- Call in to the meeting or video conference a few minutes before the scheduled start of the meeting to ensure you can resolve any technical issues before the meeting begins. You will initially be in a virtual waiting room and will remain there until the start of the meeting.
- You will be muted until it is your turn to speak. While muted, you will be able to hear the Commission meeting and can continue watching if you have connected from a computer or mobile device.

- Regardless of whether you participate via phone, computer, or mobile device, please participate from a quiet environment so that the Commission can hear you when you are called upon. If you are using the internet to connect to the meeting, try to ensure you have a good connection or strong signal.
- It is important to avoid creating acoustic feedback. If there are other devices near you that are tuned into the meeting, please make sure that the speaker volume of those devices is turned down when it is your turn to participate.
- The Commission Chair will maintain decorum during the meeting as is customary in public meetings, and individuals who are disruptive may be removed from the remote meeting service or have their connection muted.
- Other public commenters will be able to see your name, commenters will have to identify themselves for the record before speaking, and if you call in, other commenters will see the last 3-digits of your phone number unless you call in anonymously.