



bay restoration commission

STEWARDS OF SANTA MONICA BAY

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

Updated July 8, 2020

Background

As a result of the COVID-19 emergency and the Governor's Executive Orders [N-29-20](#) and [N-33-20](#), this meeting 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 the meeting 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.

Individuals who require special accommodations are requested to contact the Chief Administrative Officer by email at: guangyu.wang@waterboards.ca.gov.

Joining the Meeting Remotely

- The Commission will be using the Zoom meeting service to allow remote participation.
- To participate remotely, you can either call in or use a computer or mobile device (e.g., mobile phone or tablet) to participate via audio or video conference. Instructions for participating via audio or video conference are below (see "[Joining and Participating in the Meeting via Telephone](#)" and "[Joining and Participating in the Meeting via Zoom](#)").
- The Meeting ID and password are necessary to join the Zoom meeting. **Before joining the meeting, you will need to obtain the password from the Chief Administrative Director.** Instructions for obtaining Meeting ID and password are below (see "[Obtaining the Meeting ID and Password](#)").
- If you want to provide oral comments during the meeting, please follow the instructions for requesting to speak below (see "[Requesting to Speak \(the "Virtual Green Speaker Card"\)](#)").



Our mission: to restore and enhance the Santa Monica Bay through actions and partnerships that improve water quality, conserve and rehabilitate natural resources, and protect the Bay's benefits and values

Joining and Participating in the Meeting via Zoom

- Meeting ID codes and phone numbers for the Zoom meeting will be posted the day before the meeting at: http://www.smbrc.ca.gov/about_us/agendas/. Be sure to use the link for “(Participate via Remote Meeting)”. Before joining the meeting, you will need to obtain the password from staff. Instructions for obtaining the password are below (see “[Obtaining the Meeting ID and Password](#)”).
- You do not need to install software on your computer to participate. The Zoom service can run within an existing web browser.
- Downloading the Zoom software may, however, provide a superior meeting experience for you. You can download the Zoom client in advance at <https://zoom.us/download>
- Familiarize yourself with the Zoom features here: <https://support.zoom.us/hc/en-us/categories/200101697>

Joining and Participating in the Meeting 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 from the http://www.smbrc.ca.gov/about_us/agendas/ webpage to join the meeting. Be sure to use the link for “(Participate via Remote Meeting)”.
- 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>.
- When you are asked to comment during the meeting, the meeting organizer will unmute your phone, but you may also need to press *6 on your phone.

If you want to use your phone to provide comments but follow along with the video presentations (e.g. because you do not have or want to use a computer microphone or camera), you can do so, but the computer or mobile device will need to be connected to the Zoom meeting using the steps above for “[Joining and Participating in the Meeting via Telephone](#).” When connecting to the Zoom meeting through a computer or mobile device select the option that you are participating by phone call. The Zoom service will give you a participant number that you can then enter on your phone ([Participant Number]#).

Obtaining the Meeting ID and Password

Meeting ID codes and phone numbers for the Zoom meeting will be posted the day before the meeting at: http://www.smbrc.ca.gov/about_us/agendas/. Be sure to use the link for “(Participate via Remote Meeting)”.

Before joining the meeting, you will need to obtain the password from the Chief Administrative Director.

To receive the meeting password:

- Send an email to guangyu.wang@waterboards.ca.gov
- In the Subject line, indicate the date and type of meeting and “Meeting Password” (e.g. April 16, 2020 Governing Board Meeting Password)
- In the body of the email, indicate that you would like to receive the meeting password. If you want to provide oral comments during the meeting, please follow the instructions for requesting to speak below (see “[Requesting to Speak \(the “Virtual Green Speaker Card”\)](#)”).

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 into the meeting a few minutes before the scheduled start of the meeting to ensure you can resolve any technical issues before the meeting starts. 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 via the remote meeting service 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 (which is not unusual because commenters already 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 have called in anonymously.

Requesting to Speak (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 the Chief Administrative Officer 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:

- **Follow the instructions for obtaining Meeting ID and password.** Before joining the meeting, you will need to obtain the password from the Chief Administrative Director (see “[Obtaining the Meeting ID and Password](#)” above).
- **At least 30 minutes before the meeting start time on the day of the Commission meeting,**
 - Send an email to guangyu.wang@waterboards.ca.gov
 - In the Subject line, indicate the date and type of the meeting and “Speaker Comment” (e.g. April 16, 2020 Governing Board Speaker Comment)
 - In the body of the email, indicate:
 - Your name
 - Who you represent (i.e., self, another person, an organization)
 - The item number and name you wish to speak on
 - Whether you definitely want to speak, or you are unsure and will decide during the item whether you want to speak
 - Whether you intend to participate via Zoom or telephonically
 - If calling in, please provide the last 4 digits of the phone number you’ll be calling from

If you do not send an email at least 30 minutes before the start of the meeting, please send the email as soon as you can after the meeting starts. If your email has not been received timely, you can still address the Commission, provided you are on the line or in the Zoom meeting before the Commission ends that item, but you will be heard after all other speakers.