

Public Comment via Teleconference – Tips for Success

- For everyone wishing to listen to or provide comments at the Board of Parole Hearings' Executive Board Meeting, you will need the toll free number and access code posted on the Executive Board Meeting Agenda, which is available on the Board's website.
- Once you call in and enter the access code you will be placed in a "waiting room" by the operator. You can listen to the whole meeting without doing more. You should mute your phone while on the line.
- Each case will be called in the order listed on the agenda. Comments can only be provided once the case you want to talk about is called. Those in support of the inmate will talk first. Those opposed to the inmate's case will talk last. Please pay attention to the Chairperson so you can offer your comments at the right time.
- When the chairperson opens comments for each case, the operator will ask for anyone who is wishing to speak in "Support" of the inmate to please press *1 to be placed in line to speak. All callers in support will go first. Then the operator will prompt those waiting who would like to speak in "Opposition" to press *1. Be sure to listen for support or opposition. Do not press *1 until the proper position has been asked for.
- When you press *1 on your phone, you will wait until the operator says it is your turn to speak. At that time you may say and spell your first and last name for the record. You can state you wish to provide anonymous comments if you choose.
- If you should accidentally press *1 during "Support" when you would like to testify during "Opposition" you can press *2. This takes you out of the line. You will be placed back into the waiting room. You can then wait for "Opposition" to be called. Press *1 at that time to be put back into the line to be called by the operator.
- When you are successfully in the queue, the operator will identify you individually and unmute your line. At that time, you may address the Board. You must have your own phone unmuted or you will not be heard.
- You only get to speak one time about your case. Even if you hear something you believe is not true, you cannot speak again after you had a turn to speak about one case.
- You can speak about more than one case if you have information you would like to provide but must wait until each case is called.
- You may also submit a written statement for consideration. Please submit your statement as soon as possible. The Board needs adequate time to provide your comments to the commissioners in advance of the meeting. Statements should be emailed to BPHEXE.BRDMEETING@cdcr.ca.gov. Written statements must be received by 5:00 p.m. the day before the meeting. These written comments are given the same consideration as comments made during open session at the Executive Board Meeting.