

BOARD OF PAROLE HEARINGS
PUBLIC COMMENT VIDEOCONFERENCE TIPS FOR SUCCESS

- The Executive Board meeting is held using Microsoft Teams. Meeting participants may join via video and audio using the Microsoft Teams app or by audio only using the Microsoft Teams conference telephone line and ID. The Microsoft Teams link is posted on the Executive Board Meeting Agenda, which is available on the Board's website. To access the meeting link, go to the Board's main agenda webpage at <https://www.cdcr.ca.gov/bph/meeting-agenda>. Click on the desired month of the meeting and select "Agenda." The Microsoft Teams meeting link and call-in information will be available on each month's agenda.

NOTE: The meeting link changes each month and also for every separate open session held within a month.

- The Board will start its meetings on time as scheduled on the agenda. The Board is not responsible for participants' issues with connectivity or equipment failure.
- Public viewers can listen to or watch the whole meeting and may speak only when called upon by the chairperson or the moderator. You should mute your phone or computer while logged into the meeting. Using the chat box is prohibited and may result in your removal from the meeting. Any disruptive behavior, including background noise and inappropriate gestures and displays, will result in immediate removal from the meeting.
- If you wish to speak, please complete and submit a speaker card before the meeting to Sylvia.Paredes@cdcr.ca.gov. The speaker card is available on the Board's website at <https://www.cdcr.ca.gov/bph/executive-board-meetings-overview/meeting-agenda/>. You may also call (916) 322-4752 to register your speaker information. If the telephone number goes to voicemail, please leave the information on the recording so the moderator may appropriately identify you when it is your time to speak. Speaker cards may be submitted any time after the agenda is posted.
 - The chairperson will announce each case in the order it appears on the agenda. You must reserve your comments until the chairperson announces the case about which you wish to speak. For each case, those in support of the inmate will speak first, followed by those speaking in opposition. Be sure to listen for your case and whether it is time for comments in support or opposition.
 - The moderator will prompt the first listed speaker to unmute and begin to speak. After unmuting, please say and spell your first and last name for the record. You can state that you wish to provide your comment anonymously if you choose.
 - After calling on all listed speakers, the moderator will announce the opportunity to speak if a participant did not submit a speaker form prior to the meeting. Please pay attention to the chairperson and moderator so you can offer your comments for your case at the right time.
- You must eliminate background noise (music or television) and have your line unmuted or you will not be heard. If participating from a telephone and it is your turn to speak, you must press "*6" (star six) to unmute yourself to speak. If participating from a computer and it is your turn to speak, you must press the microphone icon to unmute. Please remember to mute yourself after your turn by pressing "*6" (star six) again or pressing the microphone icon.
- You may speak only once regarding your case. You may not provide a rebuttal after another speaker.

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- You may speak on multiple cases but must wait until each case is called.
- You may also submit a written statement for consideration by emailing it to BPHEXE.BRDMEETING@cdcr.ca.gov. Written statements must be received by 5:00 p.m. the day before the meeting to ensure consideration by the Board. These written comments are given the same consideration as comments made during open session at the Executive Board Meeting.