

BOARD OF PAROLE HEARINGS  
PUBLIC COMMENT VIDEOCONFERENCE – TIPS FOR SUCCESS

- The Executive Board Meeting is held using Microsoft Teams. Meeting participants may attend in person; join via video and audio using a web browser (Google Chrome or Microsoft Edge) or the Microsoft Teams app. Meeting participants can also call in using the Microsoft Teams conference phone line and ID. The Microsoft Teams link is in the Executive Board Meeting Agenda, 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 meeting month and select “Agenda.” The Microsoft Teams meeting link and call-in information is in each month’s agenda.
- Members of the public may watch or listen to the whole meeting. Members of the public may speak when called upon by the moderator. Please mute your phone or computer while logged into the meeting until called upon. Any disruptive behavior, including background noise and inappropriate gestures and displays, may result in immediate removal from the meeting.
- If you wish to speak at the meeting, please submit a speaker card to [BPH.SpeakerCards@CDCR.CA.GOV](mailto:BPH.SpeakerCards@CDCR.CA.GOV). The speaker card is on the Board’s website at <https://www.cdcr.ca.gov/bph/executive-board-meetings-overview/meeting-agenda/>. Or call (916) 322-4752 to register your speaker information. If no one answers, please leave your information on the recording. Speaker cards may be submitted any time after the agenda is posted.
  - The chairperson will announce each case in the order on the agenda. You must save your comments until the chairperson announces the case about which you wish to speak. For each case, those in support of the incarcerated person will speak first, followed by those speaking in opposition to the incarcerated person. Listen for your case. And whether it is time for comments in support or opposition.
  - The moderator will ask the first 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 comment anonymously if you choose.
  - After calling on all speakers with speaker cards, the moderator will ask if there are any participants who wish to speak who did not submit a speaker card.
- Stay muted until it is your turn to speak. When it is your turn to speak, eliminate any background noise (music or television) and unmute your line. If participating from a telephone and it is your turn to speak, press “\*6” (star six) to unmute yourself. If participating from a computer and it is your turn to speak, press the microphone icon to unmute. After your turn, mute yourself by pressing “\*6” (star six) again or the microphone icon.
- You may speak only once regarding your case. You may not provide a rebuttal after another speaker.
- You may speak on multiple cases but must wait until each case is called.

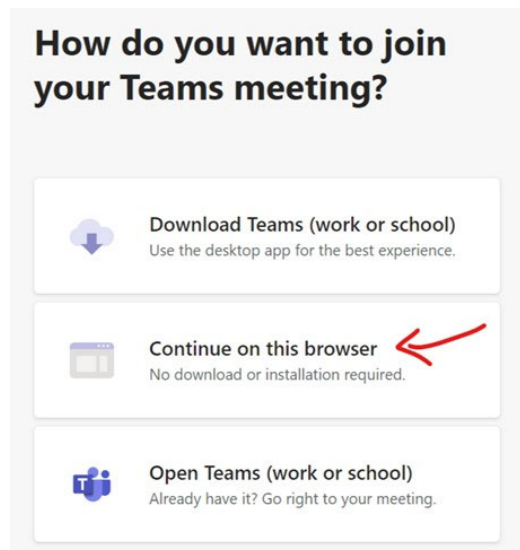
- You may also submit a written statement for consideration by emailing it to [BPHEXE.BRDMEETING@cdcr.ca.gov](mailto:BPHEXE.BRDMEETING@cdcr.ca.gov). Written statements on en banc cases must be received by the deadline for submitting comments on the agenda to allow the commissioners the opportunity to consider comments before deliberating. Written comments are given the same consideration as comments made during open session.

## TROUBLESHOOTING TIPS

**HELP LINE:** The board has a help line during the meeting to assist with Microsoft Teams issues. Please first try troubleshooting your issues using the tips below. If you continue to have issues joining the meeting, contact (916) 445-4072. If the phone line is busy, leave a message and a staff member will contact you.

**If you are joining by video from a computer, iPad, or phone:**

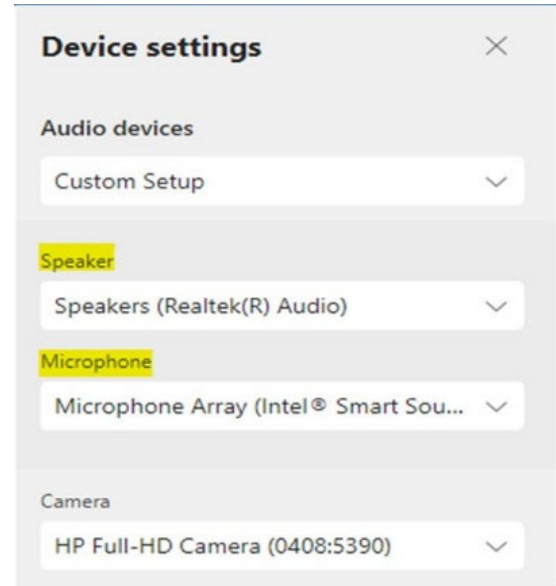
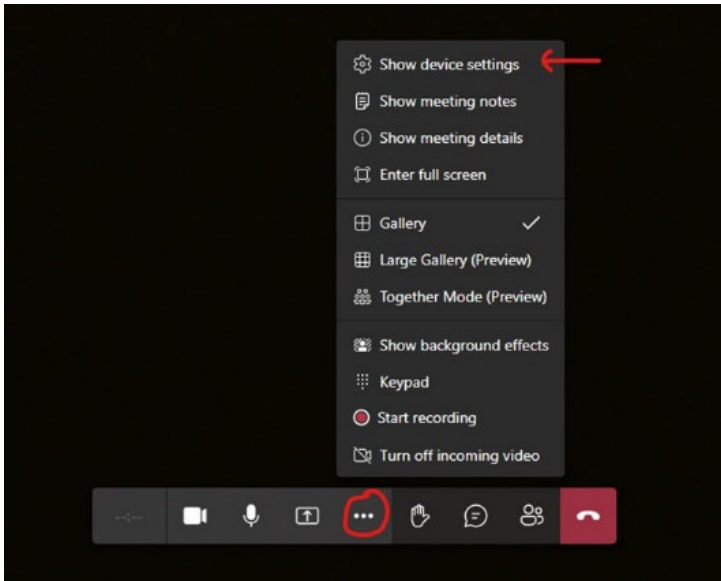
- Use the **Google Chrome** or **Microsoft Edge** web browser. Other browsers, such as Safari and Internet Explorer, may not work.
- If you are using the Microsoft Teams app, try using a web browser instead.



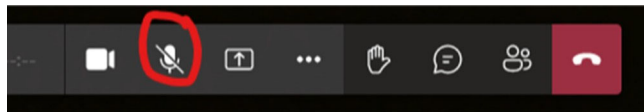
- **If you are having difficulty hearing the meeting or being heard when it is your turn to speak,** check that you have the correct speakers and microphone selected. Your device should default to the available speaker and microphone, but you may need to make a different selection if you have any external equipment attached to your device (such as another monitor screen or speakers).

To select a different speaker or microphone, **click on the ellipses (...)** icon in the toolbar and click on

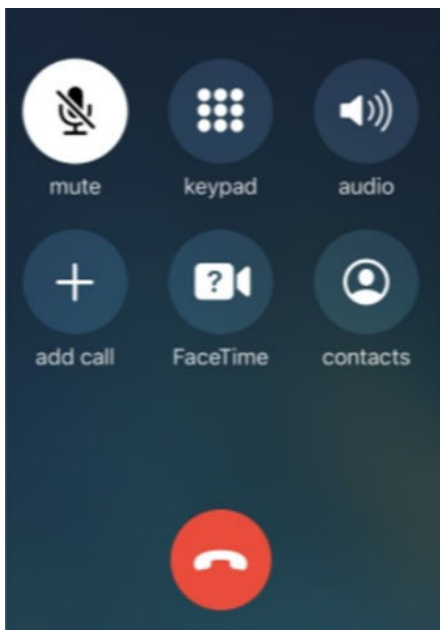
“**Show device settings,**” which will allow you to select a different speaker and microphone.



- When it is your turn to speak, **unmute by selecting the microphone icon** in the toolbar. The line through the microphone indicates that you are muted. You must stay muted until it is your turn to speak or the meeting moderator will mute you.



**If you are calling into the meeting by phone (audio only):**



- Press \*6 (star six) to mute and unmute yourself. A recorded message will alert you that you have muted/unmuted yourself.
- If you are using a touch phone, you may also use the microphone icon to mute and unmute yourself.
- If you unmute yourself when it is not your turn, the meeting moderator will mute you.
- If you hear a recorded message that you have been muted, **do not unmute yourself until the moderator says it is your turn to speak.**