

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 on 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. Any disruptive behavior, including background noise and inappropriate gestures and displays, may result in immediate removal from the meeting.

### **How to Make a Public Comment at an Executive Board Meeting:**

#### **To comment on a case, you must be added to the speaker list by email or phone.**

You can be added to the speaker list any time before the end of the meeting on the day the case is scheduled to be heard. To be added to the speaker list you can use your name, a pseudonym, or the last four digits of your telephone number. Please make sure that the name or phone number you provide for the speaker list matches the name or phone number you use to log in to the meeting so your microphone can be enabled. At the meeting, the moderator will call on you by your name or the last four digits of your phone number when it is your turn to speak.

**To be added to the speaker online:** Please complete and submit the form on the Board's website by going to <https://www.cdcr.ca.gov/bph/speaker-card/>.

**To be added to the speaker list by phone:** Please call (916) 267-0857 and leave a message with the following information:

- Name to be called or the last four (4) digits of your telephone number
- The last four (4) digits of your telephone number if connecting by telephone;
- Agenda item number or name of the case you wish to comment on; and
- Whether you are speaking in support or opposition to the individual named on the agenda (if applicable).

Each speaker is limited to two minutes. If you submit a written statement, you do not need to repeat this statement at the meeting. The commissioners review written statements before considering and voting on agenda items.

### **When Will It Be My Turn to Speak?**

- 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.
- For each case, the moderator will ask speakers on the speaker list to raise their hands so Board staff can enable their microphones. To raise your hand, press the Microsoft Teams button if you are joining online or press "\*5" (star five) on your telephone.

- When it is your turn to speak, 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.
- 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.

### **What If My Case Has Already Been Called?**

If you want to speak on a case that has already been called, please sign up right away according to the instructions above. You can be added to the speaker list any time before the end of the meeting on the day the case is scheduled to be heard. You will have another opportunity to speak at the end of the meeting once the moderator has gone through all the cases.

### **Submitting Written statements**

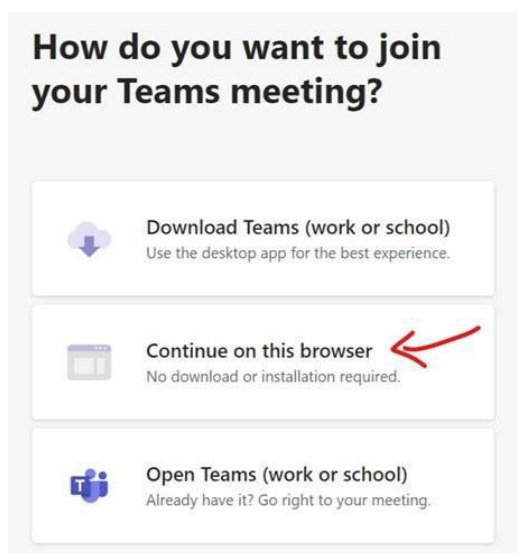
You may also submit a written statement for consideration by emailing it to [BPHEXE.BRDMEETING@cdcr.ca.gov](mailto:BPHEXE.BRDMEETING@cdcr.ca.gov). Written statements on en banc cases must be received by the deadline for submitting comments on the agenda to allow the commissioners the opportunity to consider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

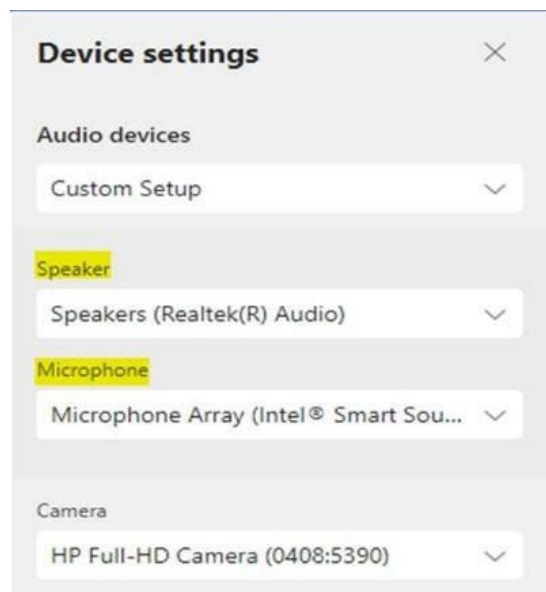
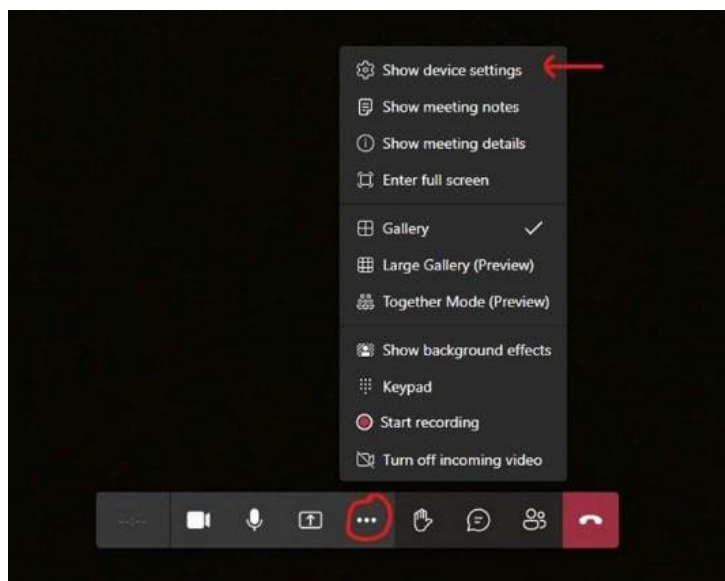


- **If you are having difficulty hearing the meeting or being heard when it is your turn to speak,** check that you have the correct speakers and microphone selected. Your device should default to the available speaker and microphone, but you may need to make a different selection if you have any external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

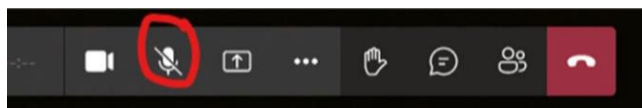
To select a different speaker or microphone, **click on the ellipses (...) icon in the toolbar** and click on

## BOARD OF PAROLE HEARINGS PUBLIC COMMENT VIDEOCONFERENCE – TIPS FOR SUCCESS

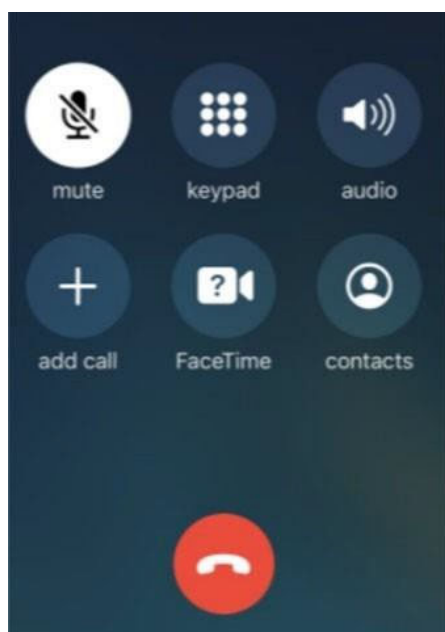
“**Show device settings**,” which will allow you to select a different speaker and microphone.



- 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.**