

Meeting Procedures

During the COVID-19 pandemic, the California State Lands Commission is conducting business remotely as we comply with State of California directives and orders for physical distancing and staying at home. The Commission is committed to ensuring that our public meetings are accessible to the public and that the public has the opportunity to observe the meeting and to participate by providing written and verbal comment on Commission matters. During this extraordinary time, and as we adapt to new ways of doing business with new technologies, we ask that you remain patient with us. Please don't hesitate to reach out to SLC.HelpDesk@slc.ca.gov for technical problems.

The instructions below outline how members of the public can access virtual Commission meetings and provide public comment.

1. How to Join

- a. Go to the [State Lands Commission Public Meetings](#).
- b. Navigate to the current Commission meeting, and click the "Agenda" to get the Zoom Webinar link for that meeting.
- c. You can join the meeting from a desktop computer, laptop, mobile device, or telephone. You can learn more about [Joining a Zoom Meeting](#).
 - i. If you are calling in, but would like to access meeting materials, please visit www.slc.ca.gov.
 - ii. We recommend that you test out your device, internet connection, and Zoom app compatibility well before attempting to join the meeting.
- d. When prompted, provide your name and email address to be placed in the meeting. You will automatically be muted when joining as an attendee.
- e. Members of the public can listen or watch the meeting via a live webcast. This is the traditional State Lands Commission Meeting

webcast option. If you do not wish to comment on any item, we strongly encourage you to view the webcast using this link: www.cal-span.org; this will free up space on the Zoom Webinar for people who wish to verbally comment.

- f. For any technical questions, please email SLC.HelpDesk@slc.ca.gov.

2. Providing Public Comment

- a. Public comment for virtual State Lands Commission meetings can be provided in multiple ways.

- i. Written Comments

- 1. You are welcome to submit written comments to the Commission via email. Please send your comment to cslc.commissionmeetings@slc.ca.gov. All written materials exhibited to the Commission during the meeting (presentations, maps, etc.) are part of the public record and are kept by the Commission.
 - 2. In the subject line of your email, indicate the meeting date and the topic of your comment.
 - 3. If you are writing in regard to an item on the Commission's agenda, please include the meeting date and item number in the email subject line. You can find the item number on the meeting agenda.
 - a. For example, if you are writing in reference to Item 6 on the Commission's February 25 meeting agenda, the subject line of your email would read: **"SUBJECT: 2/25/2022: Item 6"**
 - 4. If you are writing with a general comment, please include the date of the Commission meeting and a brief title for your comment.
 - a. For example: **"SUBJECT: 2/25/2022: Comment on Planning for Rising Sea Levels"**

ii. Verbal Comments

1. Members of the public **who wish to comment verbally** can do so in two ways:

a. Join the meeting over the web from your PC, tablet, or smart phone using the following Zoom link: <https://us02web.zoom.us/j/85806851293?pwd=MIR1eWRNNkIXUIIYVGhsNXJCbHNxdz09>

Password: 926419

b. Join the meeting by phone using the following call-in numbers: 1 (253) 215-8782 or 1 (346) 248-7799 and use the Webinar ID: 858 0685 1293

2. Persons speaking at State Lands Commission meetings are accustomed to filling out a 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 Commission staff to identify commenters interested in a particular item, locate them within the Zoom Webinar attendee list, and unmute them so they can address the Commission at the appropriate time.

To request to speak on an item:

- **By noon on the day of the Commission Meeting.**
 - Send an email to cslc.commissionmeetings@slc.ca.gov
 - In the subject line, indicate: February 25, 2022 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 videoconference or telephonically
- If calling in, please provide the last three digits of the phone number you will be calling from

If you do not send an email by noon, please send the email as soon as you can. **If you are unable to send an email, you will still be able to provide verbal comments. Please raise your hand using the Zoom Webinar hand raise function or dial *9 if calling from a telephone.**

1. At the beginning of the meeting and for each agendized item at the public meeting, the Commission will ask whether there are any requests for public comment.
2. If you want to provide verbal comments on a specific agenda item, you will need to "[Raise your hand](#)" during the Zoom meeting. ***If calling into the meeting from a telephone, you can use "Star (*) 9" to raise/lower your hand.**
3. Once your hand is raised and it is your turn to speak, the Commission staff will unmute you, announce your name, and you will be able to make your public comment to the Commission. ***Depending on how you have called in, you may also need to unmute yourself on your device.**
4. A speaker's time allotment is generally 3 minutes but is ultimately at the discretion of the Chair. It is strongly recommended, though not required, that public comments be submitted in writing beforehand so they can be distributed to all Commission members for

review prior to the meeting. After your public comment, your hand will be lowered and you will be placed back on mute.

Contact

- Public Comments: cslc.commissionmeetings@slc.ca.gov
- General Comments or Questions: 916.574.1800 or cslc.commissionmeetings@slc.ca.gov
- Technical Support: SLC.HelpDesk@slc.ca.gov