

CALIFORNIA COASTAL COMMISSION VIRTUAL HEARING PROCEDURES

This Coastal Commission meeting will occur in a hybrid format, with public participation allowed both virtually through video and teleconference and in person. The Coastal Commission will be using the video conferencing service, Zoom, to provide virtual participation in the meeting and allow for remote public participation. Applicants and the public will be able to listen to and watch the meeting and comment by Zoom conference or by telephone, or in person at the hearing location.

The Commission strongly encourages continued participation virtually through video and teleconferencing due to changing Covid-19 conditions

The Coastal Commission asks for patience and cooperation as we integrate the use of video and teleconferencing into our hybrid meetings. We are and will continue to work hard to correct any technical issues and human error that arise.

Watch or Listen to the Coastal Commission Meeting

The Coastal Commission meeting will be webcast and can be viewed online through most web browsers from this page: [Coastal Commission Live Stream](#)¹.

Provide Comments via Phone or Zoom Conference

Applicants, appellants, agency representatives, and other members of the public may speak to the Coastal Commission through the Zoom platform, including by telephone.

- **You do NOT need to install Zoom software on your computer to participate and provide comments.** Just click on the link provided and the Zoom service can run within an existing web browser.
- Downloading the Zoom software may, however, provide a better meeting experience. You can download the Zoom software in advance for free at <https://zoom.us/download>.
- You can learn about the Zoom features here: <https://support.zoom.us/hc/en-us/categories/200101697>. Additional instructional aids in both English and Spanish may be found here: [How to use Zoom on phone](#)².

¹ <https://cal-span.org/unipage/index.php?site=cal-span&meeting=3144&owner=CCC>

² <https://documents.coastal.ca.gov/assets/virtual-hearing/How-to-use-zoom-on-phone.pdf>

How to Participate by Phone:

- If you don't have internet access, or you prefer to participate by phone, or you just want to listen to the meeting via your cell phone or a land line, call Commission staff at this number: **(415) 904-5202**.
 - If you only wish to listen to the meeting by phone, staff will provide a call-in number.
 - If you wish to speak on an agenda item by phone, be prepared to tell staff your name, which agenda item you wish to speak on and provide a telephone number where Commission staff may reach you.

Commission staff will provide a telephone call-in number to be used on the day of the meeting and can answer questions about how to participate in the meeting by phone. While the Coastal Commission will accept a request to speak the day of a hearing item (up until the Chair of the Coastal Commission opens the hearing on that particular item), we strongly encourage anyone wishing to listen or speak by phone to call to request to speak by 5 pm the day before the hearing item to assist with meeting management and limit the potential for human error.

- If you wish to make a presentation by PowerPoint or video while participating by phone, please discuss specific arrangements with Commission staff. All PowerPoint or video must be submitted by 5 pm the day before the agenda item.
- If you wish to speak on an agenda item by audio only using a phone, on the day of the meeting, you may call the meeting telephone number provided to you by Commission staff ahead of time and listen to the meeting until your agenda item is heard. **Please note that when you join the meeting by phone, your phone will be automatically muted until you are asked to speak.**
- When you are asked to speak, the meeting organizer will unmute your phone. If you decide that you do not want to speak, you may also just continue listening to the meeting.
- If you call in by telephone (joining by audio only):
 - Press *9 to raise your hand or lower your hand
 - Press *6 mute or unmute yourself
- After you have finished speaking or your speaking time has expired, your phone will be automatically muted by the Meeting Organizer. You will be able to continue to listen to the meeting until the agenda item has been completed, or for as long as you wish.
- Once you are added to the Zoom meeting, you will be able to hear the meeting through Zoom, so you will not need to stream the meeting on Cal-Span. If you join the Zoom meeting using two devices (i.e., two computers; a phone and a computer; or some other combination) be sure to have one of the devices always muted and the sound on one of the devices always turned off. This will prevent audio feedback.

How to Participate by Zoom Conference:

If you would like to comment on an item, please fill out a Speaker Request form. This Speaker Request form is also found on the Commission's meeting agenda on the Commission's webpage. Upon submittal of your form, you will receive an email reply with a link to join the Zoom meeting. These requests will allow Commission staff to identify people who want to speak, locate the person within the Zoom meeting waiting list, and unmute that person so they can address the Coastal Commission at the right time. Please submit Speaker Requests by email (or phone) by 5 pm the day before the hearing. While the Coastal Commission will accept a request to speak the day of a hearing item (up until the Chair of the Coastal Commission opens the hearing on that particular item), **we strongly encourage anyone wishing to speak to submit a request to speak by 5 pm the day before the hearing item to assist with meeting management and limit the potential for human error.**

The Coastal Commission at this time will not allow for the ceding of time from one speaker to another speaker.

Provide a real-time comment via computer/tablet/phone:

- On the day of the meeting, you may join with the link provided and watch and listen to the meeting until your agenda item is heard. Please note that when you join the meeting, your audio and video will be automatically muted on your device until you are asked to speak.

Please wait until the Meeting Organizer calls on you to speak. When it is your turn to speak, the Meeting Organizer will invite you to turn your video and microphone on so that you may address the Commission. You will be asked to raise your hand if you are called to speak. Once recognized, please repeat your full name for the record and whether or not you have a presentation. The Chair will provide the time you will be allowed to speak.

- To allow for live video comments, the Meeting Organizer will bring you into the meeting as a panelist. As you are brought in, Zoom will reload on your device – this may take a moment. Speakers will be queued up several at a time. If you have previously provided a PowerPoint or video, the Meeting Organizer will advance PowerPoint slides or begin a video at your request. Please say “next slide please” as you advance through your presentation.
- Once you are added to the Zoom meeting, you will be able to see and hear the meeting through Zoom, so you will not need to stream the meeting on Cal-Span. If you join the Zoom meeting using two devices (i.e., two computers; a phone and a computer; or some other combination) be sure to have one of the devices always muted and the sound on one of the devices always turned off. This will prevent audio feedback.

- After your presentation is complete or your speaking time has expired, your device will be automatically muted. You will be able to continue to view or listen to the meeting until the agenda item has been completed. Please exit the virtual meeting once you have spoken or your item is completed to free up space for others who wish to provide comments on other items. You may continue to view the remainder of the Coastal Commission meeting through our online webcast at: [Coastal Commission Live Stream](#). (Note: If you have signed up to speak on multiple agenda items, we suggest that you remain in the virtual meeting to watch and listen until your next agenda item is heard).

How to Participate In-Person: If you wish to speak in-person, you have 2 options: a.) Fill out a "Request to Speak" form at the meeting location and give it to a staff

person prior to the matter being heard. Forms are available near the door to the meeting room.

b.) Sign up online by submitting a Speaker Request form, indicating your intention to attend the meeting on location and that you will provide testimony in-person

Speaker slips will not be accepted once the matter begins. Generally, the chair will determine time limits for each individual speaker and for organized in-person presentations.

Spanish Interpretation:

The Commission offers a free interpretation service during monthly hearings through the Spanish program. To use this service, please send an email the Friday before the Commission hearing to ErikMartinez@coastal.ca.gov and/or Javier.Padilla@coastal.ca.gov with the following information:

- Your name
- A script of your comments just as you intend to say them to the commission
- The number of the item or subject (if it is a general public comment, please clarify)

Additionally, please register online or in person to give a public comment to the Commission (for registration instructions, please read the relevant sections in this guide).

Submitting a Visual Aid:

- Please note we cannot accept PowerPoint or video files that exceed 2 minutes in length for General Public Comment and 3 minutes in length for public testimony on specific hearing items or exceed 40 MB in size.
- Additionally, we cannot accept website hyperlinks or URLs to video sharing services such as YouTube or Vimeo for use as visual aids. All video visual aids must be submitted as a separate electronic file. Staff are unable to access or download video files from such services for you.
- Staff are unable to create or edit your presentations. Please remove any passwords and review your presentation before its submittal.
- Your PowerPoint or other file must be received by 5 pm the day before the hearing item. (Note: preferred file formats are .ppt or .pdf for PowerPoints or images, or MP4 files for videos).
- Please name your file with the Item Number and your last name (for example, "W6a Smith")

If your visual aid adheres to these requirements, please submit it to Materials@Coastal.ca.gov.

Submitting an In-Person Visual Aid:

PowerPoint presentations must be accompanied by a USB flash drive, flash memory card, or compact disc. All electronic formats must be PC compatible. Files created on a Mac might not be supported. It is recommended that a hard copy of any

electronic presentation be submitted in case of technical difficulties. A slide projector & laptop will be available from our audio-visual technician, and they can assist you in its use. All materials exhibited to the Commission during the hearing (slides, maps, etc.) are part of the public record and must be kept by the Commission for 60 days after final Commission action on the matter. Your materials will be returned upon written request unless needed for judicial review.

Submitting Written Materials:

Written materials must be submitted to Commission staff no later than 5 p.m. on the Friday before the hearing (staff will then post these materials on the Commission's website).

Note that materials received after this time may not be posted on the Commission's website. In the upper right-hand corner of the first page of your submittal please identify the agenda item number. Please summarize your position in no more than two or three pages if possible. Please note: You are discouraged from submitting written materials to the Commission on the day of the hearing unless they are visual aids. It is difficult for Commissioners to carefully consider late submittals.

Special Instructions for General Public Comment:

Members of the public requesting to speak during General Public Comment on a matter that is not related to any of the items specifically listed on the agenda for this month's meeting may be given up to 2 minutes to speak, at the discretion of the Chair of the Coastal Commission. Speakers slips for the General Public Comment period will not be accepted after 8:45am on each day of the meeting. Speakers requesting to speak on a specific agenda item (not General Public Comment), are typically allowed 2-3 minutes to speak at the discretion of the Chair of the Coastal Commission. The Coastal Commission at this time will not allow for the ceding of time from one speaker to another speaker.

During General Public Comment, you may speak on a specific topic **one time only** each month. For example, if you testify Wednesday on a specific matter, you cannot speak again on the same topic during General Public Comment on Thursday or Friday of the same monthly Coastal Commission meeting. The Commission reserves up to an hour for General Public Comment on most meeting days and since participation in General Public Comment has increased, we would like to ensure we hear about a broad spectrum of issues.

Guidelines for Virtual Participation

- Virtual meetings often lack the same visual and social cues available during public, in-person meetings. Please be respectful and patient so all interested speakers can be fairly heard.
- Monitor the webcast of the meeting and call in to the meeting or start your Zoom connection a few minutes before your agenda item starts to make sure that you can fix any technical issues before the meeting on your item starts.
- You will be muted until it is your turn to speak. While muted, you will be able to watch and hear the Coastal Commission meeting.
- As noted above, please plan your remarks to be 2 minutes in length for the General Public Comment portion of the meeting, and 2-3 minutes in length for matters on a specific agenda item.
- Please participate from a quiet room so that the Coastal Commission can hear you when you are told that it is time for you to speak. If you are using the internet to connect to the meeting, try to make sure that you have a good connection so that the Coastal Commission can hear you clearly.
- It is important to avoid creating acoustic feedback. If there are other devices near you from which you are watching the meeting, please make sure that the speaker volume of those devices is turned down or muted when it is your turn to speak.
- The Coastal Commission Chair will maintain decorum during the meeting as is customary in public meetings. People who are disruptive may be removed from the remote meeting service or have their connection muted.