

TELECONFERENCE MEETING BEST PRACTICES

BOARD OF DIRECTORS REGULAR MEETINGS

PURSUANT TO GOVERNOR NEWSOM'S EXECUTIVE ORDERS N-29-20 AND N-35-20, THE BOARD OF DIRECTORS MEETINGS WILL BE CONDUCTED BY TELECONFERENCE AND WILL NOT BE HELD IN THE SALINAS ROTUNDA UNTIL FURTHER NOTICE.

PLEASE LINK TO THE MEETING AGENDA FOR INFORMATION ON HOW TO JOIN THE MEETING.

FOR ALL PARTICIPANTS

- Please download the free Zoom application for your device and familiarize yourself with how to utilize this tool. Information on joining a meeting may be found at <https://support.zoom.us/hc/en-us/articles/115004954946-Joining-and-participating-in-a-webinar-attendee-> (Please note that the audience controls will be restricted to "Raise Hand" for public comment. The audience will not be able to unmute their mike or use the Chat function)
- **PLEASE MAKE EVERY EFFORT TO FIND A LOCATION WITH LIMITED AMBIENT NOISE TO REDUCE FEEDBACK WHEN YOU ARE UNMUTED.**
- All participants are encouraged to join by a device (computer, tablet or mobile phone) that has both audio and video capabilities for presentation viewing.

PUBLIC PARTICIPATION

Public Comment

Public comments made by audience members joining by PC or other electronic device may be submitted by clicking "Raise Hand" in the meeting controls at the bottom of your Zoom screen. The Clerk will unmute the audience member's audio during public comments in the order requests were received. If you are joining by phone, please press *9 to join the cue for comments.

Written comments on agenda items may be emailed to board@svbgsa.org prior to the meeting and will be included in the public record. Comments that are emailed during the meeting and prior to/during public comments on the item will be read into the record and must be limited to 300 words/2 minutes. The Chair may limit the public comment period depending on meeting time constraints.

VIEWING MEETINGS

The teleconference meeting will be televised live on Channel 25. The recorded meeting may be viewed <https://www.youtube.com/user/thesalinaschannel>

