



## Remote Committee Meeting: Participant Guidelines

This document has been developed to support Committee members to participate in remote Committee meetings using the WebEx meeting platform. Please submit any questions and/or requests for technical support to David Klauber, [dklauber@resourcedevelopment.net](mailto:dklauber@resourcedevelopment.net), copying Nikesh Patel, [nikesh.patel@sfgov.org](mailto:nikesh.patel@sfgov.org).

### System Requirements

- To fully participate in the remote meeting, Committee members will need:
  - A stable internet connection
  - Webcam
  - Functioning internal or external microphone for your computer
- **Committee Members are requested to turn webcams on during the meeting**

### Getting Started

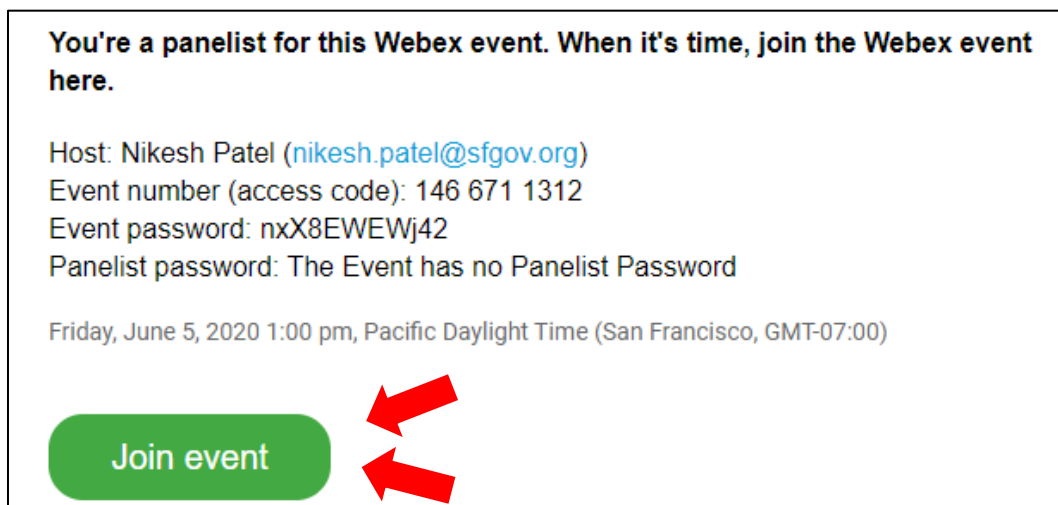
- Prior to the meeting, you will receive an email invitation to join the WebEx virtual meeting from a sender labeled as “**messenger**.” If you do not see it, please check your Spam folder.

*Example:*



- Click on the green “**Join event**” button located in the email. **It is important that you click this button to join the meeting.**

*Example of what to click:*



- Note that you will be joining as a “**panelist**” with specific privileges that members of the public, who will join as “**attendees**,” do not have.



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- **Please avoid using the meeting link within the WebEx calendar invitation** as you will not join with the necessary privileges to participate fully in the meeting.
- After clicking the **"Join Event"** button, you will be taken to the **WebEx platform**. If it is the first time you have used this platform, you may be prompted to **download and run the WebEx extension**. This is required and should only take a few minutes at most. Please note that the process for downloading and installing the extension may ask for a "password." This password is your personal password to access your computer; it not a special password to access WebEx or the meeting.
- After you have installed and run the extension, you will be redirected to a WebEx screen to join the meeting. If you are not, then please click on the **"Join Event"** button again in your invitation. When prompted, **please enter your full name in the first box labeled "first name." In the box labeled, "last name," please enter either your department affiliation (for City department representatives) or your seat number and stakeholder interest (for voting members)**. This is so your affiliation/title will also show in up in your WebEx name label so other meeting participants and attendees can recognize you and the interest you represent.

#### **Example:**

**First Name:**

David Klauber

**Last Name:**

Resource Development Associates

- The next prompt will ask you to choose how you want to hear. Select **"Use Computer for Audio."**
- By default, your microphone and camera will be disabled. Please select the **Start Video** and **Unmute** buttons.
- Click Join.

### 3. Participating in the Meeting

#### Discussion

- The Chair will commence the meeting as if it was in person. When appropriate, to share a comment or respond to a question, **Committee members are to physically raise a hand** until they are acknowledged by the Chair who will be tracking the sequence of comments. Maintaining orderly discussion and avoiding cross-talk will be even more important while convening remotely. Please do not speak over others; only one person is expected to speak at a time.
- When not speaking, **please mute yourself** to reduce background noise.
- If cross-talk is occurring, **the host and/or Chair may mute all participants** and select one individual to proceed with their comment.
- **The Vice-Chair will serve as time-keeper** and will provide regular time-checks during the meeting to ensure that discussions do not exceed the allotted time. Please respond accordingly by either **reducing the length of your comment and/or by making a formal motion to extend time if further discussion for the agenda item is needed**.

#### Motioning/Voting

- **Making and seconding motions remains the same as in previous meetings.**



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- At the time of a vote, either the Chair/or RDA will **read the name of each voting member to prompt them to share out their vote verbally.**

#### Chat Function

- **The chat function will be enabled for public comment periods; it will remain disabled otherwise.** As a general matter, anything that is written to other Committee members, privately or otherwise, is subjected to sunshine laws and can be requested.

#### Public Comment

- Before each opportunity for public comment, the Chair will remind members of the community of the following:
  - *For those members of the community that are joining us online and would prefer to submit their comments in writing, submit their comments in the chat box. The comment will subsequently be read out loud by the meeting facilitator. Note that the chat function will be enabled during public comment sections; it will otherwise remain disabled.*
  - *For those who are joining online and would like to verbally express their comments, they will dial 1-408-418-9388, input the following access code -146-317-1929 - when prompted, and then press \*9 when instructed to do so by the facilitator of the meeting. They will be informed that, "you are unmuted," which will be their cue to begin their comment.*
  - *For those who are already joining in by phone and would like to verbally express their comment, they simply have to press \*9 on their phones when the public comment section opens; they will be instructed by the facilitator when this is the case. If members of the public are already listening by phone and would like to speak during public comment, it is very important that they press \*9 when instructed to do so; this indicates to the facilitator that they would like to speak. When commenters hear a "beep," or the message, "you are unmuted," that will be their cue to begin their comments.*