

# California Marine Life Protection Act Initiative

## Guidelines for Participating in Webinar/Teleconference Meetings and Providing Public Comment to the MLPA North Coast Project

The Marine Life Protection Act (MLPA) Initiative is designed as a transparent, science-based, and stakeholder-driven process. As such, public comment is important to the success of the marine protected area (MPA) planning process. There are different methods available for public comment, both verbally and in writing.

Some MLPA Initiative meetings will be held via teleconference and online meeting – these meetings include opportunities for the public to provide comment. The public can participate in webinar/teleconference meetings in a number of ways:

- Watch and listen to the meeting via live webcast on your personal computer; this option does not offer the capability to provide public comment. Please visit [http://www.dfg.ca.gov/mlpa/meetings\\_n.asp](http://www.dfg.ca.gov/mlpa/meetings_n.asp) for more information.
- Participate by conference call via phone and GoToWebinar via your personal computer; this option allows public comment by phone. Instructions for registering and logging onto GoToWebinar are detailed below.
- Attend one of several staffed locations throughout the study region to observe the meeting and participate in public comment.
  - ***For the upcoming December 9, 2010 BRTF webinar/teleconference meeting,*** MLPA staff will be hosting participation at the following locations:

Flynn Center  
981 H Street  
Multipurpose Room  
Crescent City, CA 95531

C.V. Starr Community Center  
300 S. Lincoln Street  
Fort Bragg, CA 95437

Red Lion Hotel  
1929 Fourth Street  
Eureka, CA 95501

Audio and video archives of the meetings will be available a few days after each meeting ([www.dfg.ca.gov/mlpa/meetings\\_n.asp](http://www.dfg.ca.gov/mlpa/meetings_n.asp)). Additionally, DVD copies of the meetings will be available at local libraries and California Department of Fish and Game offices.

### Guidelines for Participating in Webinar/Teleconference Meetings

1. Sign up for the GoToWebinar prior to the meeting; visit <https://www1.gotomeeting.com/register/216155128> to register.
2. On the day of the meeting, use the URL provided when you registered to join the webinar.
3. On the day of the meeting, please call: 1 (877) 615-4337, passcode: 6855258.

### **Verbal Comments**

At the upcoming December 9, 2010 BRTF webinar/teleconference meeting, the public will be invited to comment before the task force takes action on the agenda item.

At the beginning of a teleconference meeting and also near the time for public comment, the call operator will instruct participants how to signal that they would like to speak. All public participants will be in a listen-only mode until it is their turn to speak. The call operator will manage the queue of those who have requested to speak. The BRTF chair also will request public comments from each staffed meeting location. Staff will ask participants at those locations if they would like an opportunity to comment, and staff will relay the number of speakers to the BRTF chair.

### **General Public Comment**

- For the upcoming MLPA Blue Ribbon Task Force meeting, the public will be invited to provide comments on the action item as detailed in the meeting agenda
- The number of speakers requesting to provide comment from the phone and at each staffed location will be counted and, at the discretion of staff or the BRTF chair, the time allocated to each speaker will be based on the total available time and number of individuals wishing to speak.
- Speakers with a shared message or from the same organization are encouraged to combine speaking points to minimize duplicative comments. Speakers with ceded time, as well as tribal elders and elected officials, will be placed at the front of the queue.
- An atmosphere of respect and consideration among the public is essential for a productive comment period. Personal attacks, verbal threats, hostile comments, clapping, jeering and the like will not be tolerated.

### **Malfunctions of Technology/Equipment**

If you are unable to hear the audio, please press \*0 on your phone to reach the operator. If you cannot see the webinar portion of the meeting, you should contact the MLPA office staff by phone or email (916-654-1885 or [mlpaoffice@resources.ca.gov](mailto:mlpaoffice@resources.ca.gov)). Please be aware that if you phone in before the meeting start time, you may hear nothing at all until the meeting begins. Also, for meetings involving a large number of participants, there are frequently short delays in the start time; we appreciate your patience.

### **Written Comments**

Written comments are accepted on an ongoing basis via email, fax or mail. All written comments are collated on a regular basis and distributed to the BRTF. Comments to the MLPA Initiative can be submitted:

#### **Email**

[MLPAComments@resources.ca.gov](mailto:MLPAComments@resources.ca.gov)

#### **Mail**

Marine Life Protection Act Initiative  
c/o California Natural Resources Agency  
1416 Ninth Street, Suite 1311  
Sacramento, CA 95814

#### **FAX**

916-653-8102