

# Safe, Clean Water Program

## Video Conferencing Guidelines

### In Person and WebEx Events

---



The Safe Clean Water Program governance committees play essential roles in advancing the annual Regional Program expenditure recommendations in a way that responsibly stewards public funds to accomplish the goals of the Program.

To ensure this important work advances diligently, all Committee meetings will be held in person and are open to the public. When possible, the committee meetings will also be conducted virtually to encourage public attendance and participation. The specific committee web pages will have meeting dates and times, as well as links and call-in numbers to access the meetings.

Please see below for video conferencing guidelines, including:

- Instructions to Create Account and Login
- Instructions to Join a WebEx Event
- WebEx Events Roles
- In Person and Online Meeting Protocols
- Video Conference Etiquette
- Technical Difficulties
- How to Contact Us

#### [Instructions to Create Account and Login](#)

*Note: You do not need to create an account to join a meeting but may do so if you choose.*

- Visit <https://www.webex.com/>, click button titled “Start for free” or “Sign up now, it’s free,” and follow the prompts.
- Login at <https://www.webex.com/> by clicking “Sign-in” (top right corner), selecting “WebEx Meetings”, and following the prompts.

#### [Instructions to Join a WebEx Event \(follow one of the 4 methods below\)](#)

*Note: Joining a meeting via Method 1 or Method 2 is required for committee members.*

Method 1: Join through downloaded desktop application (Recommended):

- From your desktop computer, click the “**Join Meeting**” link from the appropriate committee website or in the emailed meeting invitation (if applicable) or visit <https://www.webex.com/>, click the button titled “**Join**” and enter the Event number.
- If this is your first-time using WebEx, you will be prompted to download a Cisco WebEx application. Save the “.exe” file to your computer and run the application.
- If you have already downloaded the Desktop application, enter your name and affiliation per the guidelines below (see “During the meeting” section), and password included in event information. Click “**Join Now**”

# Safe, Clean Water Program

## Video Conferencing Guidelines

### In Person and WebEx Events

---



Join Event Now

To join this event, provide the following information.

First name:

Last name:

Email address:

Event password:

[Join Now](#)

[Join by browser](#) **NEW!**

- You will then be directed to the WebEx desktop application where you can click “**Join Event**” to participate.
- *Note: If you cannot use your computer for audio, you can click “call me” at the bottom of the screen and enter your phone number to have the system call you or click “call in” and use the provided call-in number and Event number.*

#### Method 2: Join through downloaded mobile application:

- From your mobile device, click the “**Join Meeting**” link from the appropriate committee website or in the emailed meeting invitation (if applicable) or visit <https://www.webex.com/>, click the button titled “**Join**” and enter the Event number.
- If this is your first time using WebEx, you will be prompted to download the Cisco WebEx Meetings Mobile application. Install the application to your phone and open the application.
- If you have already downloaded the Mobile application, click “**Join via the installed app**”.
- From the mobile application, enter your name and affiliation per the guidelines below (see “During the meeting” section), and password included in event information.
- You will then be directed to the WebEx mobile application where you can click “**Join**” to participate.

#### Method 3: Join from your browser (on a desktop, laptop, or tablet):

- Click the “**Join Meeting**” link from the appropriate committee website or in the emailed meeting invitation (if applicable) or visit <https://www.webex.com/>, click button titled “**Join**” and enter the Event number.
- Enter your name and affiliation per the guidelines below (see “During the meeting” section), and password included in event information.
- Click the link to “**Join by browser**”
- *Note: If you cannot use your computer for audio, you can click “call me” at the bottom of the screen and enter your phone number to have the system call you or click “call in” and use the provided call-in number and Event number.*

# Safe, Clean Water Program

## Video Conferencing Guidelines

### In Person and WebEx Events



Method 4: Join by phone only, using the call-in number:

- *Note: Phone charges may apply. Screen-viewing and chat box functionality will not work for those that only call-in. It is recommended that participants use the WebEx desktop application, mobile application, or join from your web browser to utilize the full functionality. Details on how to submit public comments if only able to participate by phone are in the Meeting Facilitation Protocols section below.*
- If you will not have access to the internet for the meeting, you can join by phone using the posted call in number and access code on the appropriate SCW Committee pages on the SCW [website](#), or in the emailed meeting invitation (if applicable). You may also call the SCWP hotline (1-833-ASK-SCWP) to get the respective call-in numbers and other pertinent information.
- Once you have dialed the appropriate phone number, simply follow the prompts to participate in the meeting.

### WebEx Event Roles

	Attendee (Public Participants)	Panelist (Committee Members and SCWP Support Staff)	Presenter (District Staff)	Host (District Staff)
Listen to discussions	•	•	•	•
Raise hand to participate in discussions	•	•	•	•
Send chat messages to host/presenter/panelists	•	•	•	•
View participants list	•	•	•	•
Mute self	•	•	•	•
Unmute self		•	•	•
Share video		•	•	•
Monitor raised hands*		•	•	•
Share content			•	
Grant role privileges				•
Record the event				•
Mute/Unmute Public Participants				•

\*For those who can monitor raised hands, the attendees with raised hands will display in the order in which they raised hands.

# Safe, Clean Water Program

## Video Conferencing Guidelines

### In Person and WebEx Events

---



#### In Person and Online Meeting Protocols

##### Before the meeting

All necessary Brown Act preparations and requirements will be completed, including the electronic distribution and posting of all pertinent materials online at [www.SafeCleanWaterLA.org](http://www.SafeCleanWaterLA.org) (on the corresponding committee webpage) at least 72 hours prior to the meeting.

The public are encouraged to submit public comments (or a request to make a public comment) to [SafeCleanWaterLA@pw.lacounty.gov](mailto:SafeCleanWaterLA@pw.lacounty.gov) prior to the meeting. Please refer to the [Comment Card Form](#) for submittal instructions. District staff will notify the Chair of all the requests that were submitted by at least 5:00pm the day prior to the meeting and during a public comment period will either read the comment into the record or facilitate the Chair calling on the interested party. All public comments will be recorded and published on the meeting minutes.

Accommodations to assist persons with disabilities are available if requested at least three business days prior to the Committee Meeting. Late requests will be accommodated to the extent feasible. Requests for accommodations may be made to: [SafeCleanWaterLA@pw.lacounty.gov](mailto:SafeCleanWaterLA@pw.lacounty.gov) or by telephone to 1-833-ASK-SCWP.

##### During the meeting

- All **committee members** will be in person or login to WebEx using their full name when in compliance with the Brown Act. Voting members should indicate membership role in the “Last name” field (I.e. “Joe Smith (P)” or “Joe Smith (A)”). The Alternate should only designate as “A” if they are participating on behalf of the Primary (if the Primary is present, the Alternate will login as a public Participant).
- All virtual public **Participants** are encouraged to login to WebEx using their full name and include agency/affiliation in the “Last name” field.
- All **Participants** will be muted upon joining the call. Only **committee members** and **District staff** will be able to unmute themselves.
  - If attending virtually, **Committee members** are still encouraged to mute their own line whenever they are not speaking.
- The microphones for the in-person Committee meeting location(s) will only be muted reduce background noise during presentations or similar.
- Video camera for in-person Committee meeting location(s) will always remain on.
- The **Chair** will facilitate the meeting agenda with assistance from **District staff**.
- **Participants** can submit questions or comments to the **District** through the *chat/messaging* feature. Any questions/comments submitted as such, will be flagged for the **Chair** and shared with the committee/participants in turn. All questions/comments will be documented on the meeting minutes, as appropriate.

# Safe, Clean Water Program

## Video Conferencing Guidelines

### In Person and WebEx Events

---



#### Welcome and Introductions

- After calling the meeting to order, the **Chair** will have **District staff** facilitate a roll-call of all voting members.
- **District staff** will provide a summary of **committee members** present (identifying any alternates and/or absentees), clarifying whether a quorum is present, and if committee members are meeting at additional locations open to the public as noted in the agenda.
- The **Chair** (or **District staff**, if requested) will provide an overview of the *Video Conferencing Guidelines* and *WebEx Events* (including walk-through of features, icons, etc.).

#### Discussion Items

- Committee members in person should raise their hand to request to speak.
- If attending virtually, **Committee members** should use the *raise hand* function to request to speak. (location of “*raise hand*” function may vary depending on the platform used).
- The **Chair** will be able to see all “*raised hands*”. **Attendees** will be displayed in the order in which they were raised.
- The **Chair** will typically acknowledge the **committee members** with raised hands and request they lower their hand and unmute themselves to speak.
- **District** to assist with “*raise hand*” function and mute/unmute, as necessary.
- If a public **Participant** makes either an in person or a WebEx request for/during a **committee member** discussion item, the opportunity to speak is at the **Chair’s** discretion and direction. If granted, **District staff** will unmute the participant to allow for public comment; otherwise, comments will be held until the agendized public comment period(s).

#### Public Comment (typically limited to 2 minutes)

- First, the **District** will call upon **Participants** who submitted a [Comment Card Form](#) as described above. The **District** must unmute the **Participant** to speak.
- Second, the **Chair** will acknowledge the in-person **Participants** who submitted a request to make a public comment or raised their hand, in order.
- Third, the **Chair** will acknowledge the **Participants** with “*raised hands*” or messaged in the WebEx chat, in order. The **District** must unmute the **Participant** to speak and mute after the public comment is over.
- Fourth, the **District** will unmute all **Call-in Attendees** and the **Chair** will ask for interested parties to identify themselves and the topic. If there are multiple comments to be made, the **Chair** will call on each party in turn to speak. Phone participants, if able, are invited to send an email to [SafeCleanWaterLA@pw.lacounty.gov](mailto:SafeCleanWaterLA@pw.lacounty.gov) during the meeting to

# Safe, Clean Water Program

## Video Conferencing Guidelines

### In Person and WebEx Events

---



effectively submit their intent to speak (i.e., comment card) and to streamline the development of the speaking order.

- **District** to assist with “*raise hand*” function and mute/unmute, as necessary. The District may display a timer to ensure comments are limited to 2 minutes, if necessary. Once complete, the **District** will mute all **Attendees**.

#### Voting Items

- **Committee members** will typically raise their hand or use the “*raise hand*” function to make an eligible motion or second a motion regarding action on an agenda item. The **Chair** will call on members to unmute themselves to speak.
- **Committee members** will use the “*raise hand*” function to debate the motion. The Chair will call on members in order to unmute themselves to speak.
- All votes will be conducted by the **District staff** using a roll-call voting method – i.e., sequentially calling out the name of each member and soliciting their vote for the public record.
- When called upon, each **Committee member** should unmute themselves and state their vote.
  - The **Committee members** who motioned and seconded the motion should still be included in the roll-call vote.
  - If a **Committee member** experiences audio issues, they may cast their vote via the chat. The **District** will verbally state the **Committee member’s** name and vote for the record.
- The **District** will track the votes and immediately announce the results.

#### Adjournment

- **Chair** to adjourn the meeting and **District** to end the *WebEx Event* session.
- The **District** will upload the meeting minutes and any additional meeting material to the website, once available.

#### Video Conference Etiquette

- Identify yourself before speaking (name and agency/affiliation, if appropriate).
- If connecting by video and/or audio, ensure backgrounds and attire are appropriate and background noise is minimal.
- Mute your audio whenever you are not speaking.
- Keep comments brief, focused, and on topic.

# Safe, Clean Water Program

## Video Conferencing Guidelines

### In Person and WebEx Events



- Do not respond or interject without first being called upon by Chair or District staff. Protocols to indicate the desire to speak are included above.
- Write down important point or question and speak when called upon by Chair or District staff.
- Be flexible and patient.

### Technical Difficulties?

The WebEx interface is designed to be as simple and reliable as possible. Please test and confirm your connectivity in advance using the link for the meeting of interest or practice joining a test meeting on the WebEx website (<https://www.webex.com/test-meeting.html>). If there are issues connecting prior to the meeting, please contact [SafeCleanWaterLA@pw.lacounty.gov](mailto:SafeCleanWaterLA@pw.lacounty.gov) so we can confirm the status of the link. If there are other issues or unexpected technical difficulties trying to connect to the live meeting, please check with your own IT support (as applicable) and otherwise connect by phone using the associated phone number provided.

### Contact Us

Always feel free to ask questions or provide feedback to the District about the Safe Clean Water Program, the processes, or the materials. You may reach us at either [SafeCleanWaterLA@pw.lacounty.gov](mailto:SafeCleanWaterLA@pw.lacounty.gov) or 1-833-ASK-SCWP (275-7292).

