

Member Comment Guidelines

The California Association of Professional Scientists (CAPS) Board of Directors meet at least four times, annually. The CAPS Board Committees also meet throughout the year. Most meetings are currently held either by videoconference or in a hybrid format (in person and accessible by videoconference). For guidance on accessing meetings remotely, please see [these guidelines](#).

Purpose and scope of member comment

Meetings of the CAPS Board and Committees are open to the CAPS members except for closed sessions, which are confidential for specified purposes. The Board welcomes information on pertinent issues and topics, but members comments made on specific agenda items should be brief and directed to specifics of the agenda item. All speakers should be punctual and prepared for all Board meeting appearances so that all matters may start on time and proceed efficiently. The Board will not delay proceedings to accommodate late arrivals. The Board may refuse to allow any member who engages in discourteous or disruptive conduct to speak. In the event that any person or group intentionally interrupts the orderly conduct of a meeting, the CAPS Board can have the person or group removed from the meeting.

The CAPS Board welcomes comment at all of its public meetings and appreciates listening to a wide range of viewpoints that reflect the diversity of State Scientists. Please note that comments and materials received will become part of the minutes of record for the Board Meetings.

To ensure the opportunity for the CAPS membership to comment, the CAPS Board has developed the policy below:

Making oral comment during a meeting

- CAPS members who wish to speak at a meeting are encouraged to sign up in advance. Sign-up instructions will appear on the agenda. Those who wish to speak may also make that request at the time member comment is called.
- Those who sign up in advance to comment will be recognized in the order in which they signed up.
- CAPS members attending the meeting remotely will be called on in the order that their request to speak appears in the attendee list. View our [Virtual Meeting Guidelines](#) for instructions.
- The Presiding Officer of the meeting may impose reasonable limitations on member comment. For example, in order for the entire meeting agenda to proceed on schedule,

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those who wish to speak are allotted limited time, typically no less than three minutes. The time limit will be the same for all speakers on a particular item.

- The Presiding Officer may also decide at which point in the agenda to call for member comment. For example, when a large number of speakers wish to comment on one item on the agenda, the chair may decide to take general member comment at the start of the meeting and take member comment on a specific agenda item when that item is called.

It is not guaranteed that all who request to speak can be accommodated.

Submitting written comment before a meeting

- CAPS members may submit comments in writing before any public meeting by sending them to the email address listed on the agenda or notice.
- To allow sufficient time for the members of the board to review written comments, please submit them at least 48 hours prior to the start of the meeting.
- Comments submitted less than 48 hours before the meeting will be shared with the members of the board the business day following the meeting.
- If written comments are brought to a meeting for distribution, they will be distributed after the meeting.

Comments for Shared Positions

- The CAPS Board encourages groups of members who have a shared position to appoint one spokesperson to speak for their group.
- Members cannot cede their time to another speaker.



VIRTUAL MEETING GUIDELINES

The CAPS Board and Committees hold scheduled meetings via Zoom and/or in person throughout the year.

If you are a CAPS Member who wishes to participate remotely in one or more CAPS meetings, you may find these tips helpful:

Observing a meeting by videoconference

Download the Zoom app: If you do not already have the Zoom application, we highly recommend you download and install it.

- [For Mac or PC](#)
- [For Android Phones](#)
- [For iPhone or iPad](#)

Join the meeting on Zoom: The Zoom link and meeting or webinar ID are emailed directly to you for Zoom Meetings for which you have registered, or posted in the agenda or on the [CAPS Events Calendar](#).

At the time the meeting is scheduled to begin, click the link. Zoom will open automatically, if you have downloaded the app. Alternatively, you can open your Zoom app and click “Join Meeting.” Your app will then prompt you to enter the webinar ID to join the meeting.

Listening by phone

Dial +1 (669) 900-9128. When prompted, please enter the meeting ID posted on the agenda, followed by # to join the meeting.

Making public comment remotely

You can find CAPS’ Member Comment Guidelines [here](#).

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If you join the meeting remotely and wish to make public comment, please listen for the meeting chair to introduce any allotted period for public comment.

To comment, you must “Raise Your Hand” when the public comment period opens so you can get in line to speak.

- To raise your hand by video conference: When public comment is invited, click the raise hand icon at the bottom of your screen to request to speak.
- To raise your hand by phone: When public comment is invited, press *9 to “Raise Your Hand” to request to speak.

When called upon, you will need to unmute your microphone. After the allotted time, staff will mute your microphone.

- To unmute in the app, simply click the microphone icon on the bottom of your screen and it should stop showing the red line through the microphone icon.
- To unmute by phone: When called upon, press *6 and make sure to unmute your phone itself to unmute yourself.