

Safe, Clean Water Program

Video Conferencing Guidelines

WebEx



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 via WebEx Video Conferencing (or equivalent) until further notice per the Brown Act and [Executive Order N-29-90](#). Please see below for video conferencing guidelines, including:

- Instructions to Create Account and Login
- Instructions to Practice Joining a Test Meeting
- Instructions to Join Meetings
- 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 Practice Joining a Test Meeting](#)

Note: If this is your first time using WebEx, we recommend you practice joining a test meeting before the scheduled meeting begins by following the instructions below.

- Visit <https://www.webex.com/>, click button titled “Start for free” or “Sign up now, it’s free.” From this page, click the link titled “test meeting here.”
- Follow the prompts and the ‘Instructions to Join Meetings’ below.

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

Note: Joining a meeting via the one of the first 3 methods below 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 meeting ID.
 - If this is your first time using WebEx, you will be prompted to download the Webex Desktop application. Save the “.exe” file to your computer and run the application.

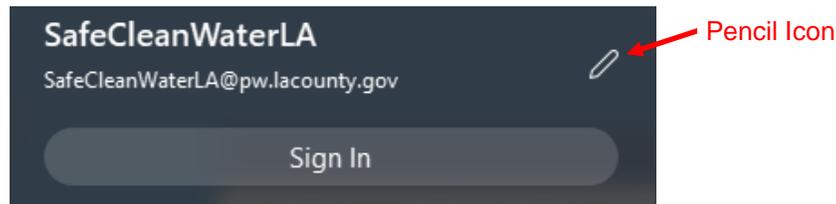
Safe, Clean Water Program

Video Conferencing Guidelines

WebEx



- If you've already downloaded the Desktop application, click "**Open Cisco Webex Meeting**" or "**open the desktop app**".
- From the Desktop application, click the "pencil" icon to include your name and affiliation per the guidelines below (see "during the meeting" section).



- You will then be directed to the WebEx desktop application where you can click "**Join Meeting**" 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 Meeting ID.*
- **Method 2: 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 meeting ID.
 - Click the link to "**Join from your browser.**"
 - Follow the prompts to participate in the meeting. When prompted, enter your name and affiliation per the guidelines below (see "during the meeting" section)..
 - *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 Meeting ID.*
- **Method 3: 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 meeting ID.
 - 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've 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).

Safe, Clean Water Program

Video Conferencing Guidelines

WebEx



- You will then be directed to the WebEx mobile application where you can click “Join” to participate.
- **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.*
 - 1. 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](#), in the emailed meeting invitation (if applicable), and on the agenda posted at Public Works Headquarters. You may also call the SCWP hotline (1-833-ASK-SCWP) to get the respective call-in numbers and other pertinent information.
 - 2. Once you have dialed the appropriate phone number, simply follow the prompts to participate in the meeting.

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 (on the corresponding committee webpage) at least 72 hours prior to the meeting.

Phone participants and the public are encouraged to submit public comments (or a request to make a public comment) to 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 will, during a public comment period, 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 or by telephone, to 833-ASK-SCWP.

During the meeting

Safe, Clean Water Program

Video Conferencing Guidelines

WebEx



-
- All Committee members will login to WebEx using their full name. Voting members should indicate membership role in their displayed log-in ID (I.e. "Committee - Joe Smith (P)" or "Committee - Joe Smith (A)"). The Alternate should only designate as "A" if they are participating on behalf of the Primary.
 - All public participants are encouraged to login to WebEx using their full name and include agency/affiliation in their displayed ID.
 - The District may edit call-in names as necessary to better facilitate discussion.
 - All public participants will be muted upon joining the call. Only voting members and District staff will be unmuted.
 - Voting members are still encouraged to mute their own line whenever they are not speaking.
 - The chair will facilitate the meeting agenda, with assistance from District staff.
 - 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) and clarifying whether a quorum is present.
 - Following the meeting, District staff will include a full list of participants in the meeting minutes.
 - The Chair (or District staff, if requested) will reiterate the processes to participate in the meeting and provide a demonstration (including walk-through of features, icons, etc):
 - All speakers should identify themselves before speaking.
 - Committee members will use the **"raise hand"** function next to their displayed name in the Participants list to request to speak, including to make an eligible motion. The Chair will call on members and District staff will unmute the participant to allow for public comment.
 - Members of the public may participate as well (typically limited to 2 min):
 - A WebEx participant may also use the **"raise hand"** function next to their displayed name in the Participants list to request to speak.
 - If a WebEx request is made for/during a committee member discussion item, the opportunity to speak is at the Chairs 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).
 - For phone participants, the Chair will pause during the established public comment period(s) and 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 during the

Safe, Clean Water Program

Video Conferencing Guidelines

WebEx



meeting to effectively submit their intent to speak (i.e., comment card) and to streamline the development of the speaking order. Whenever possible, public comments (or intent to speak) are encouraged to be submitted by 5:00 pm PST the working day prior to the committee meeting. Please refer to the [Comment Card Form](#) for full submittal instructions.

- District staff will be the WebEx host and will authorize participants to share their screen, as appropriate.
- 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.
- Committee members can make a motion regarding action on an agenda item through the same procedures described above.
- All votes will be conducted by the District staff using a rollcall voting method – i.e., sequentially calling out the name of each member and soliciting their vote for the public record.

Video Conference Etiquette

- Identify yourself before speaking (name and agency/affiliation, if appropriate).
- If connecting by video and/or audio, ensure backgrounds and clothing are appropriate and background noise is minimal.
- Keep comments brief, focused, and on topic.
- 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/>). If there are issues connecting prior to the meeting, please contact 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.

Safe, Clean Water Program

Video Conferencing Guidelines

WebEx



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 or 1-833-ASK-SCWP (275-7292).

File Edit Share View Audio Participant Meeting Help

Participants (10)

Search

MM Melanie Morita Me

KL Kevin Kim - LACFCD Host

AC Alvin Cruz

CC CJ Caluag

D Daniel

DC Dee Corhiran

K KALLEN

MC Mayra Cabrera

MT Melissa Turcotte

M MFRARY

Chat

Select to chat with Host or Everyone

To: Everyone

Enter chat message here

Mute or Unmute Video Share Content Record Participants Chat Other End

Click icons to open windows

Raise hand feature
Blue - raised
Black - lowered