



Guidelines for Providing Public Comment to the California Dungeness Crab Task Force

The Dungeness Crab Task Force (DCTF) operates within the requirements of the [Bagley Keene Open Meetings Act](#). All DCTF meetings and subcommittees meetings that involve more than two (2) DCTF members must be open to the public and will be noticed ten (10) days in advance on the DCTF website and listserve. Members of the public are encouraged to attend DCTF meetings and provide verbal and written comments to the DCTF.

Verbal Comments at Meetings

All DCTF meetings will afford members of the public the opportunity to speak on each agenda item, including any action items. Time will also be allotted for general public comments. Agendas for DCTF meetings are posted ten (10) days in advance of each meeting and can be found on the [DCTF website](#):

Guidelines for general public comment at meetings include:

- Members of the public raise their hand at the start of a public comment period and/or check in with the DCTF Admin Team prior to the meeting. Speakers must be present, and written comments will not be read aloud by the DCTF Admin Team.
- The number of those interested in providing comments will be counted. At the discretion of the DCTF Admin Team, time will be allocated to each speaker based on the total available time and the number of individuals wishing to speak.
- Media presentations, such as slides and videos, are permitted by prior arrangement (contact 714-330-7976 or info@dungenesscrabtaskforce.com) and may be limited depending on time availability.
- An atmosphere of respect and consideration among the public is essential for a productive comment period. Personal attacks, verbal threats, hostile comments, clapping, and jeering will not be tolerated.

Verbal Comments During Virtual Meetings

Virtual participation opportunities may be made through [Zoom](#). Those participating in conference calls or virtual meetings must follow the same guidelines outlined for in-person meetings. To minimize feedback and background noise on conference calls and out of consideration for other call participants, please place your phone on mute until you are ready to speak. Instructions for muting/unmuting will be provided in each meeting agenda and reiterated verbally at the start of each meeting by the DCTF Administrative Team. Participants may provide comments by:

- **Verbal comments during meetings:** Those providing public comment must use the “raise hand” feature in Zoom/on the Zoom app (when using Zoom via phone dial *9) when the public comment period begins. The Admin team will indicate a queue order based on the number of individuals wishing to comment. When it is your turn to speak, zoom viewers can unmute by pressing the microphone in the bottom left corner of the screen with the red slash, or for folks calling in, dial *6.
- **Chatbox:** Participants may provide comments in the chat box during the virtual meeting. The meeting facilitator will read one written comment per person per agenda item.

Written Comments

Written comments are accepted on an ongoing basis via email or standard mail. All written comments are collated regularly, distributed to the DCTF, and posted on the DCTF webpage. They will not be read aloud during the meetings. The Admin Team cannot guarantee comments received less than five business days in advance of a meeting will be made available to the DCTF. Comments to the DCTF may be submitted to: info@dungenesscrabtaskforce.com or 1171 Robertson Blvd., Suite 352, Los Angeles, CA 90035.

Documentation of Comments

Public comments will be shared with DCTF members at each meeting. All comments provided during the meetings will be included in the meeting summary and will specify the commenter’s name and affiliation.

For regular updates on DCTF meetings and products, sign up for the [DCTF listserve](#). Zoom meeting support and

troubleshooting is [available online](#).