

**OFFICE OF HISTORIC PRESERVATION  
DEPARTMENT OF PARKS AND RECREATION**

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**Information Center Procedural Advisory Committee  
of the  
State Historical Resources Commission****Teleconference Meeting Public Participation Protocols  
October 15, 2013**

California Government Code 11123(b)(1) mandates that teleconferences shall be open and accessible to the public. To comply with this law, the ICPAC of the SHRC has adopted the following protocols for public participation during teleconferences. These protocols may be temporarily suspended, in accordance with applicable law, for a specific meeting or agenda item at the discretion of the ICPAC Chair.

1. Teleconference locations where ICPAC members will be present will be published in the meeting notice and agenda.
2. Teleconference locations will be hosted by ICPAC Members who will ensure the proceedings are audible to the public, usually by employing speakerphones.
3. Agendas will provide specific opportunities for members of the public to address the Committee directly on each agenda item prior to action on that item.
  - a. A specific block of time will be allotted under each Agenda Item.
  - b. Members of the public desiring to speak regarding Agenda Items will notify the Host at respective teleconference locations or will notify the committee Chair during the Introductions agenda item for the meeting.
  - c. Once a list of speakers is collected, the ICPAC Chair will apportion time according to demand specific to each agenda item. Members of the public may cede their time to another member of the public, but overall time must remain within the allotted time established by the ICPAC Chair.
  - d. Collectively, public speaking time shall not exceed the specific block of time posted on the Agenda.
  - e. To ensure compliance with time restrictions, the teleconference location Host or the ICPAC Chair, or his/her designee, is authorized to end the public speaker's discussion should they exceed their allotted time.

California Government Code 11123(b)(2) defines teleconferences as "a meeting of a state body, the members of which are at different locations, connected by electronic means, through either audio or both audio and video."