

## MEETING GROUND RULES AND SPEAKER SELECTION

Ground rules will be posted on exhibit boards at the venues, included in the meeting handout upon entry to the venue, and reviewed/explained by the facilitator at the start of the meeting, with periodic reminders from the facilitator throughout the comment process. The rules will be strictly enforced.

The Agencies are committed to providing safe and effective scoping meetings. Public input is a very important part of scoping. Scoping meetings and the scoping period are an opportunity to involve the public in the environmental review process and hear suggestions, questions, and concerns.

Local leaders and members of interested groups have communicated a common goal to co-lead agencies for the scoping meetings - a desire for a secure, non-intimidating and respectful atmosphere that allows all voices to be heard. The Agencies propose specific ground rules to achieve this goal. Individuals who do not follow the ground rules and create an unsafe or intimidating environment will be asked to leave scoping meetings.

The Agencies ask all participants to honor the ground rules, to help maintain an open, secure and respectful tone for each meeting, and allow everyone's voice to be heard equally. Use of these ground rules will support productive and civil meetings.

### Meeting Ground Rules:

1. Intimidating behavior will not be tolerated because it creates a disrespectful and threatening environment. Examples of intimidation that are prohibited include:
  - Confronting, blocking or interfering with attendees when they approach, enter, or engage in the scoping meeting venue.
  - Conducting rallies or demonstrations at the entrance to or within the scoping meeting venue.
2. The Agencies will monitor the number of people entering the meeting space and, based on the safe capacities of these areas, may close the space to additional attendance if facility capacity is reached. When people depart and space becomes available, additional people will be allowed to enter.
3. In anticipation that many people want to provide oral comments before an audience, a time limit of two minutes per speaker is established for all scoping meetings and will be enforced.
  - Speakers will be chosen by a lottery drawing method to provide an unbiased selection of speakers. Silent expressions of support or opposition by giving a "thumbs up" or "thumbs down" or raising one's hand or a small sign for a few seconds do not disrupt speakers and are allowed.
  - Clapping, cheering or jeering disrupts speakers. Such noise contributes to an intimidating atmosphere and is prohibited within the scoping meetings.
  - Speakers may be stopped when disruptive behavior such as sign waving or a mass activity like standing up as a group occurs. These actions will reduce the overall time allotted for people to speak and therefore fewer people will be able to provide comments.
  - Signs no larger than 100 square inches (such as 10" x 10") are allowed in the public comment areas. Signs should not be held up for extended periods as they block the view of others.
4. The Agencies reserve the right to close the meeting at any time if disruptions interfere with the opportunity for participants to make oral comments before an audience or there is a safety risk.

*(See reverse for the Speaker Selection Process)*

## Speaker Selection Process:

- Meeting staff will ask people as they enter the venue if they wish to speak during the oral comment period in the meeting room.
- If the answer is yes, then staff will explain two options for oral comment: before the audience in the meeting room, or speaking to a court reporter in a separate room, away from the audience.
- If the potential speaker wants to speak before the audience, the staff person will provide a two-part ticket and direct the potential speaker to drop one half of the ticket in the clearly-marked speaker selection ticket box and keep the other half. There will be a sign at the ticket drop box explaining the lottery selection process.
- Once the meeting begins, meeting managers will draw 10 tickets at a time and call out the numbers. Those numbers will be written on chart paper at the front and back of the room and projected on a portable screen for easy viewing.
- People whose number has been called will be invited to take a seat near the podium to await their turn.
- Swapping tickets to other speakers will be allowed.
- The first numbers will be chosen and posted 10 minutes prior to the opening of comments.
- The screen/chart will show the current 10 speakers and the next 10 speakers.
- Speakers will be allowed two minutes to make comments. Time will be monitored by a staff person on stage who will display a green card to begin. With 30 seconds left in the 2-minute period, the staff person will display a yellow card advising the speaker to wrap up. The staff person will display a red card when time has expired and the facilitator will ask the person to yield their space to the next speaker.
- A meeting staff person will be at the foot of the podium to manage ingress/egress of speakers, and to accept any written materials the speaker wishes to submit.
- Oral and written comments will be entered into the scoping comment database for review by the agencies.