

Wetland Mitigation Council Meeting Guidelines and Procedures Updated March 7, 2014

Ground Rules:

1. Council meetings will begin promptly at 9:30
2. All meetings will follow the agenda unless there is a consensus by the Council to change agenda sequence
3. All meeting attendees are expected to actively and respectfully listen to what others have to say, without interruption.
4. All meeting attendees are expected to turn off cell phones during meetings.
5. All meeting attendees are expected to show courtesy to everyone by not engaging in side conversations.
6. All meeting attendees will treat each other with respect and consideration.
7. Only one person will be permitted to speak at a time.
8. Only topics on the agenda will be permitted to discuss during the meeting and at the allocated time.
9. Everyone who speaks has a responsibility to identify him or her self and entity representing and to be as brief as possible.

Structure of Meeting

1. Council Chairperson will open the meeting by reading the Open Public Meeting Statement
2. Council will proceed with each agenda item in the order it appears on the agenda
3. Public Comment:
 - Written comments on substantive issues may be submitted to Council staff, prior to each Council meeting.
 - After staff and council members have the opportunity to discuss agenda items and hear any presentation on the topic, the Council Chairperson will open the floor to public comments.
 - The Council Chairperson will formally open the floor by asking “Are there any public comments”.
 - The Public will have an opportunity at this time to come forward and provide comment on that particular agenda item only. The public will be asked to come forward, state their name for the record, and then make their comment. Public comment will be limited to 3 minutes per person and must remain relevant to topic.
 - After receiving public comment, the Council will make their decision.
 - Public Comment will also be taken at the conclusion of the meeting. Public comment will be limited to 5 minutes per person.