

## **Wetland Mitigation Council Meeting Guidelines and Procedures December 10, 2004**

### **Ground Rules:**

1. Council meetings will begin promptly at 9:30
2. All meetings will follow the agenda unless there is a consensus to change agenda sequence
3. All meeting attendees are expected to actively and respectfully listen to what others have to say.
4. All meeting attendees are expected to turn off cell phones and pagers during meetings
5. All meeting attendees are expected to show courtesy to everyone by not engaging in side conversations
6. All 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 as follows:
  - After staff and council members have the opportunity to discuss agenda items, the Council Chairperson will open the floor to public comments.
  - If a presentation is scheduled for an agenda item, then the Council Chairperson will open the floor for Public Comment after council members' discussion at the conclusion of the presentation.
  - 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.
3. The Public will also have the opportunity for comment at the conclusion of the meeting as indicated by the agenda.