



PROCEDURES FOR DRBC BUSINESS MEETINGS

The Commissioners and staff appreciate the public's interest in the Delaware River Basin Commission (DRBC) and thank individuals in advance for cooperating with the procedures set forth below. These procedures are intended to help sustain the flow of Commission business meetings and ensure that an accurate record of the proceedings is obtained. The Commission Chair may modify these rules as necessary to ensure that meeting objectives are met and that public safety and security are maintained.

The Commission's quarterly business meeting typically includes: adoption of the minutes of the preceding business meeting, announcements of upcoming meetings and events, a report on hydrologic conditions, reports by the executive director and general counsel, and consideration of any items for which the public hearing and comment period have closed, or for which no hearing is required. No opportunity for additional public comment for the record is afforded at Commission business meetings on items for which the hearing and comment period were completed prior to the meeting.

Commission consideration may result in approval of an item (by docket or resolution) as proposed, approval with changes, denial, or deferral. When the Commissioners defer an action, they may announce an additional period for written comment on the item, with or without an additional hearing date, or they may take additional time to consider the input they have already received without requesting further public input. Any deferred items will be considered for action at a public meeting of the Commission on a future date.

After all scheduled business has been completed and as time allows, there may be an opportunity for Open Public Comment, which will generally be limited to no more than one hour. Individuals who wish to participate in Open Public Comment are encouraged to sign up in advance. **Detailed procedures for Open Public Comment are set forth in a separate document that can be viewed on the DRBC web site.**

Additional procedures for DRBC business meetings follow by topic:

1. **Audience Conduct, Safety and Security.** Business meeting attendees should understand and respect the fact that the safety and security of all participants is a primary objective of the DRBC. All attendees must adhere to the following basic rules of conduct, safety, and security:
 - a. Meeting attendees should always find, locate, and note the emergency exits in the venue and follow all instructions to vacate should there be an emergency that requires evacuation.

- b. The audience should remain quiet while others are speaking so the court reporter and recording devices can produce an accurate record. Interruptions with loud objections, demonstrations, or other disruptions are prohibited.
 - c. The Commission Chair may direct trained security officers to remove attendees for conduct, behavior, or language that is disruptive or threatening.
 - d. Audience members may be subject to search and metal scanning by trained security officers. Weapons or items that can be used as weapons are not permitted in the meeting room.
 - e. It should be expected that there will be individuals in the audience with differing opinions and points of view; however, everyone should act in a respectful manner.
 - f. In the event of a disruption, the Commission Chair may suspend the business meeting until the safety and security of attendees can be secured. If, in the opinion of the Commission Chair, the safety and security of attendees cannot be achieved, the business meeting may be discontinued and later resumed at a remote location using available technology.
2. **Signs, Placards, Banners & Other Display Media.** Except as provided below, no signs, placards, banners, props, or other visual displays will be permitted in the public hearing/meeting room or in the registration area. Signs, banners, and other media are permitted in other public areas outside the meeting and registration area; however, if the facility or venue where the public hearing/meeting is being conducted has additional restrictions on the use or location of such media, the public will be informed and must comply with the facility's requirements.

Exception: The use of visual exhibits (such as maps, plans, tables, or charts) to support an individual's public testimony may be permitted on a case-by-case basis. Anyone wishing to display such items during their spoken comment must submit copies for review and must obtain the Commission's prior approval, which can be requested at the time of pre-registration (preferred) or on-site registration. Visual exhibits for support of an individual's public testimony must be no greater in size than 30" x 42", must be handheld, and may not be attached to or projected on walls or mounted on poles, staffs, or other forms of support.

3. **Video and Audio Recording.** Handheld or stand-based video and audio equipment is generally permitted in the meeting room as long as its use does not interfere with other people's ability to see and hear, and does not otherwise disrupt the proceedings. Those wishing to record the meeting should recognize that: (1) the Commission Chair can end the activity if it is disrupting the business meeting; and (2) there will be restrictions on where equipment can be located. Generally, such equipment may not be placed in the area directly in front of the Commissioners, DRBC staff participants, DRBC recording equipment, court reporter, or the podium.

4. **News Media.** Members of the news media must check in at the registration desk. If news media wish to use video and audio equipment, they should mention this at check-in so they can be directed to a designated area if one has been established. All news media wishing to interview Commissioners or staff must make the request through on-site DRBC Communications Office representatives. All interviews conducted during the business meeting must take place outside of the meeting room.
5. **Meeting Room Access.** All rules and access restrictions established by the host venue will be adhered to, including occupancy limits, emergency and handicapped access, and parking regulations (such as fire lanes and no parking zones). Every person in the meeting room must have a seat or stand in an area designated by DRBC staff. While attendees may come and go as they please (as long as the movement does not disrupt the meeting proceedings), standing in aisles or sharing seats is not allowed.
6. **Green Meetings.** Participants are encouraged to support “Green Meeting” initiatives. Agendas and other related materials will be available to the public electronically and should be brought to the business meeting on electronic devices rather than in a paper format, if possible. DRBC will provide a limited number of paper copies of materials on the registration table.
7. **Public Distribution of Written Materials.** Distribution of written materials by the public is not permitted inside the meeting room, or at doors leading directly into the room. The public should consult the host venue regarding distribution of literature elsewhere on its property and adhere to all host site restrictions.

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