

# Task Force Meetings Draft Ground Rules for Public Input

December 14, 2021



## Background

- Per Task Force MOA:
  - All meetings open to the public
  - Can't require members of public to register name, affiliations or other information to attend meeting
  - Facilitator can remove disruptive members of the public who interfere with orderly conduct of meeting
  - The facilitator has the authority to cut off discussion, if no further progress is being made toward resolving the concerns of voting members
  - The public is not entitled to speak at public meetings (although usually opportunity is provided with specific/consistent procedural guidelines)



## Reminder

- Follow protocols as defined in MOA (see Communications)
  - Disclose interest
  - Listen fully to understand
  - Respect each other
  - Operate in good faith
  - Participate, share the floor and be precise
  - Look ahead and don't rehash past
  - Do not publicly represent views of others
  - Etc.,



## **Public Input at Task Force and Work Group Meetings**

- Be respectful of the time scheduled for the meeting, agenda topics planned, and meeting leader and participants
- Opportunity for input from members of the public, separate from a public comment agenda item, is provided at the discretion of Task Force facilitator or Work Group lead
- Members of the public speak after they are recognized by the facilitator or Work Group lead, and do not interrupt discussion
- Comments from the public should be germane to the subject, brief, succinct and to the point; more detailed comments or multiple comments should be provided in writing
- The Facilitator or Work Group lead has the discretion to recommend that an explanation to a question be followed up with on an individual basis when there is a common understanding amongst the Task Force members, and the question may not be quickly answered



## **Public Input at Task Force and Work Group Meetings**

- Comments received from the public should be shared with the full group (Task Force or Work Group, as applicable)
- Members of the public should not repeat comments previously provided in other meetings
- Recognize that while all comments will be considered, the work group or Task Force may choose a course different from what was suggested in comment
- For virtual meetings, members of the public should not call out individual Task Force members in the chat or use the chat to make someone feel uncomfortable. Chats are best used for general comments/input or asking a question.