



## **Solid Waste Advisory Committee Protocol for Oral Communications**

The Washington County Solid Waste Advisory Committee welcomes public attendance and participation at its meetings. Anyone wishing to speak on an agenda item at a regular business meeting should feel free to do so. Two opportunities are provided as part of the meeting agenda for general oral communication. A separate opportunity will be provided in conjunction with each and every scheduled action item.

*First Opportunity for Oral Communication:* An oral communication item is scheduled at the beginning of the meeting agenda. This is the time when members of the audience may step forward to address the Committee. This opportunity is time-limited to 2 minutes per individual. If more time is needed, another (longer) oral communication opportunity is available at the end of the regular agenda. Speakers may select only one Oral Communication opportunity.

*Second Opportunity for Oral Communications:* The second opportunity for the public to address the Committee is scheduled at the end of the regular meeting agenda. This opportunity is time-limited to 5 minutes per individual and 10 minutes per topic. The maximum time for Oral Communication is 30 minutes.

If you wish to participate in one of the two general oral communication opportunities, the Committee asks that the following guidelines be observed:

1. Please follow sign-in procedures located on this table.
2. When your name is announced, please stand, come to the front of the room, and state your name and home address for the record.
3. Groups or organizations wishing to make a presentation are asked to designate one spokesperson in the interest of time and to avoid repetition.
4. When more than one citizen is heard on any matter, please avoid repetition in your comments. Careful attention to the previous speaker's remarks will be helpful in this regard.



## **Solid Waste Advisory Committee Protocol for Action Item Communications**

The Washington County Solid Waste Advisory Committee welcomes public attendance and participation at its meetings. As part of this commitment, the Committee provides a separate opportunity for public communication for each action item that has been scheduled on the agenda. This opportunity will be provided after the Solid Waste and Recycling Program staff have presented the staff report for the action item in question but prior to the Committee's deliberation on that action item.

This opportunity is time-limited to 3 minutes per individual. The Committee Chair will announce when the public communication period begins for each scheduled action item. If you are interested in speaking, raise your hand when the Committee Chair calls for anyone interested in speaking to the Committee and wait for the Committee Chair to acknowledge you.

In order to ensure that everyone wishing to speak to an agenda item has adequate opportunity, the Committee asks that the following guidelines be observed:

1. When you have been recognized by the Chair, please stand, come to the front of the room, and state your name and home address for the record.
2. If you have written material as part of your presentation, please provide copies of the material to the Committee Chair prior to beginning your presentation so that members of the Committee will be able to refer to your material during your presentation. A minimum of 15 copies of any printed material will need to be provided.
3. Groups or organizations wishing to make a presentation are asked to designate one spokesperson in the interest of time and to avoid repetition.
4. When more than one citizen is heard on any matter, please avoid repetition in your comments. Careful attention to the previous speaker's remarks will be helpful in this regard.