



# Item F: Public Forum Instructions

Sept. 14-15, 2023, EQC Meeting

This item is scheduled to begin at 1:45 p.m. on Thursday, Sept. 14, and is scheduled for up to 45 minutes.

## Sign-up process

1. At approximately 1:45 p.m., the commission will open the Public Forum opportunity for any person who wishes to present general comment to the commission on environmental and public health issues relevant to DEQ and EQC
2. Lindsay Trapp, EQC assistant, will verbally request that all people interested in commenting indicate that interest by “raising their hand”
  - a. **If connected through Zoom, please click the “raise hand” function in the Reactions panel**
  - b. **If connected through the phone, please press \*9**
3. After allowing a short pause for people to complete this action, Lindsay will verbally state how many people have requested to present comment
  - a. Standard comment timing is three minutes or less
  - b. The commission may shorten this time limit to better accommodate all speakers, and Chair George will confirm time limits once the speakers’ list is created
4. Lindsay will facilitate the commenting process, as described below

## Comment process

1. Your line will be un-muted by Lindsay Trapp, and you will be prompted to begin your comment by the reading of your Zoom display name or the last four digits of your displayed phone number
  - a. Due to bandwidth limits, people are asked to keep their video off when presenting comment through Zoom
2. Please state your name clearly to start your comments
3. Please limit your comments to the time allocated by the commission (this time will be confirmed at the meeting)
  - a. During your item, you will see on-screen prompts, including:
    - i. “One minute remaining”
    - ii. “15 seconds remaining”
    - iii. “Time complete – thank you!”
4. When you have completed your comment, your audio will be re-muted by Lindsay, who will then open the line for the next speaker
5. If you have any supporting materials, or would like to provide the commission a copy of your comments before or after the meeting, please email them to Lindsay Trapp at [lindsay.trapp@deq.oregon.gov](mailto:lindsay.trapp@deq.oregon.gov)

**Once all comments have been presented, the commission will close the Public Forum portion of the meeting agenda.**

## Non-discrimination statement

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