



# Item J: Public Forum Instructions

Sept. 26-27, 2024, EQC Meeting

This item is scheduled to begin at 1 p.m. on Friday, Sept. 27, and is scheduled for up to 60 minutes.

## Sign-up process

1. At approximately 1 p.m., the commission will open the Public Forum for any person who would like to present general comments 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 by filling out the Public Forum sign-in sheet (for those in person) or by “raising their hand” (for those on Zoom).
  - 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 time 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 Donegan will confirm time limits once the speakers’ list is created.
4. Lindsay Trapp will facilitate the commenting process, as described below.

## Comment process

1. Your name will be called to come to the presenter’s table (for those in person), or your line will be un-muted 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 (for those on Zoom).
  - a. Due to bandwidth limits, people are asked to keep their video off when presenting comment through Zoom.
2. Please state your name and spell your last 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 Trapp, who will then open the line for the next speaker (for those on Zoom).
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.**

### Non-discrimination statement

DEQ does not discriminate on the basis of race, color, national origin, disability, age or sex in administration of its programs or activities. Visit DEQ’s [Civil Rights and Environmental Justice page](#).

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