



Oregon Department of Environmental Quality

# Item E: Public Forum Instructions

May 8-9, 2025, EQC Meeting

*Public forum is an opportunity for people to present general comments to the commission on environmental and public health issues relevant to the Department of Environmental Quality and the Environmental Quality Commission.*

**This item will begin at approximately 1:30 p.m. on Thursday, May 8, and is scheduled for up to 60 minutes.**

## Sign-up process

1. All people interested in commenting should indicate that by:
  - a. Filling out the public forum sign-in sheet (for those attending in person)
  - b. “Raising their hand” (for those connected through Zoom)
  - c. Pressing \*9 (for those connected through the phone)
2. After briefly allowing time for people to complete this action, EQC Assistant Lindsay Trapp will determine how many people have requested to present comment.
  - a. Standard comment timing is two 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.
3. 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 unmuted, 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 or the phone).
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 comment time, 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, the next speaker will be called to the presenter’s table (for those in person) or your audio will be re-muted by Lindsay Trapp, who will then open the line for the next speaker (for those on Zoom or the phone).
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

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800-452-4011 | TTY: 711 | [deqinfo@deq.oregon.gov](mailto:deqinfo@deq.oregon.gov)