

Participant Guide for In-Person Public Comment Period

Columbia Pacific CCO Board Meetings

Welcome to the Columbia Pacific CCO Board Meeting. Below you will find some information about how to participate and what to expect in today's meeting. We offer these guidelines to ensure our meetings flow as smoothly as possible.

1. **We ask for RSVP's** in advance of the meeting so we can plan for space and timing. If you forgot to RSVP you may still be able to participate, but we ask that you please RSVP in the future.
2. **Please be sure to sign in** and check the accuracy of your name, and other information provided, if you signed up in advance. If you did not sign up in advance, please add the sign-in sheet your name, who you are representing (yourself or an organization), and the topic you want to address.
3. **Recording is not allowed** (including audio, video, or other forms of recording such as on your cell phone) without prior approval of the Board of Directors.
4. **Please raise your hand when your name is called.** The Board Chair will recognize the public in the order in which you signed in.
5. **Once recognized by the Chair, please identify yourself** by stating your name, the organization you represent, if one, and the topic you wish to discuss.
6. **The Board has a 3-minute time limit** for participants to give comments. Time limits are used to aid in making sure sufficient time is available for public comment and for the Board to conduct its business. Please respect the time limit.
7. **The public comment period is your opportunity to share your experience,** knowledge, point of view with the Columbia Pacific CCO Board of Directors. The Board of Directors will not engage in a dialogue with you, or otherwise limit your full use of the 3-minute time limit. Your input may inform decisions of the Board or future agendas.
8. **If you go over your time limit, the Board Chair may interrupt you** and ask you to end your comments. If that occurs, we will accept your full written comments for the record.
9. **Side conversations between audience members are not allowed** during the Board Meeting, to allow us all to hear speakers' remarks. Conversations should be taken outside of the meeting room and we may ask you to step outside if a side conversation is interruptive.
10. **Please address your comments to the Chair.** Please do not address other audience members or staff or presenters, and please do not interrupt others when they are speaking.
11. **Make every effort not to repeat the points made by others.** If you want to voice agreement, please do, but do not repeat points or comments previously made.
12. **The Chair will make reasonable efforts to allow everyone signed in and interested in participating to speak.** Priority will be given to those who signed up in advance.
13. **Courteous, respectful and civil behavior is expected from everyone** attending a Board meeting. Disruptive behavior is prohibited. Individuals who are disruptive may be given a warning and may, if necessary, be asked to leave the meeting.