NATURAL RESOURCES COMMISSION

PUBLIC APPEARANCE GUIDELINES

1. Public appearances will begin following the Committee of the Whole of the Natural Resources Commission (NRC). If there is a change in this scheduled time, it will be noted on the agenda in advance of the meeting.

2. Persons addressing the NRC will be requested to provide their name, address, the organization (if any) to which they belong, and the issue they wish to address. In those instances in which a person is representing an organization, the presenter should indicate whether the presentation represents the official views of the group.

3. All persons wishing to address the NRC must declare their intent by completing a public appearance card prior to or during the Public Appearances portion of the meeting, unless they have already contacted the assistant to the NRC and their names appear on the agenda.

4. The Public Appearances segment of the meeting will last until closed by the chair or by a vote of the NRC.

   Persons contacting the assistant to the NRC on or before the Friday preceding the commission meeting will be allowed up to five (5) minutes for their presentation, providing the topic for their presentation pertains to an item specifically related to DNR matters. Anyone wishing to address the commission on an item not specifically appearing on the NRC agenda is limited to a presentation of no more than three (3) minutes. Persons registering after the Friday preceding the meeting, or during the meeting, will be allowed up to three (3) minutes for their presentation. Extensions shall be at the discretion of the NRC chairperson.

   In instances where there are several speakers on the same topic, the chairperson is authorized to request that the group appoint a representative to address the commission on the group's behalf, or each individual presentation shall be limited to three (3) minutes. If a spokesperson is designated, that individual will be granted ten (10) minutes.

   a. A group of persons speaking on a common subject are encouraged to choose a spokesperson for their group.

   b. Persons speaking on a common subject may be scheduled and grouped without regard to the order in which the requests were received.

   c. A substitute for the person making the original request shall be heard at the discretion of the chairperson.

d. The chairperson may schedule repeat presentations at the end of the session when the presenter has made previous presentations on the same topic during the preceding twelve (12) months. Such presentations shall be limited to three (3) minutes.

e. The Natural Resources Commission will make every attempt to accommodate all individuals who wish to speak and may set timeframes different from those referenced above in order to encourage and allow maximum public input.

5. Persons wishing to address the NRC on topics for which a public forum, meeting, or hearing has been planned or may be scheduled in the near future should be informed of the fact by the chairperson, and it should be indicated that such a public forum, meeting or hearing may be the appropriate forum for the expression of views.

6. Twelve (12) copies of written comments should be provided (if possible) to the assistant to the NRC for distribution, either prior to or during the meeting. This will allow the presenter to include detail and background not possible within the allowed timeframe scheduled for oral presentation. These written comments will become a part of the formal NRC record and will provide the NRC and staff with a precise, clear reference upon which to base their response to concerns.

   All documents distributed at the meeting will be considered public documents. It is the responsibility of the presenter to make sure all statements made are accurate and based on fact.

   Use of audio, video, PowerPoint, etc., are not allowed during public appearances.

7. The NRC, at its discretion, may or may not hear matters relative to litigation. The NRC **will not** comment or question presentations made relative to matters that are in litigation.