

## **Idaho Cleanup Project Citizens Advisory Board**

### **Rules of the Zoom for the Public Comment Period**

1. Download the Zoom meetings app on your phone or laptop and test the audio before the day of the meeting. Participants will be muted outside of the public comment period.
2. All attendees will show mutual respect for each other and for speakers and Board members.
3. Do not use unprofessional conduct or inappropriate language (profanity, cursing or swearing).
4. The Public will receive up to 5 minutes each. Depending on the number of commenters, the time allotment may be reduced. Respect the amount of time allocated to speak to the Board.
5. Use a headset or headphones to minimize background noise.
6. Those wishing to provide comment must register by 5 pm, January 26. The facilitator will unmute commenters during their allotted time and call them in order of their registration.
7. Speakers will address their comments to the Board via audio only. Video will not be permitted.
8. The Board, DOE or the Contractor will not respond to comments made during the public participation period. This should not be interpreted to mean the members of the board agree or disagree with anything said.
9. Comment may also be submitted in written form and will be included in the meeting notes.
10. If time allows and at Board Chair discretion, questions may be allowed at the conclusion of presentations. Members of the public wishing to provide questions for consideration must submit them via the Zoom Chat function to the meeting host. The facilitator will ask the question.
11. DOE commits to maintaining these rules for the benefit of all involved and appreciates everyone's cooperation with these rules.