

*This flyer is designed to assist citizens understand how to actively participate during Port Commission meetings.*

## PORT OF CASCADE LOCKS PUBLIC MEETING GUIDELINES AND PROCEDURES REVISED

(Adopted May 21, 2015)

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- 1. WELCOME:** Under the Port Commissions revised Meeting and Operating Procedures, the general public is encouraged to participate during public meetings.
- 2. SIGN IN:** Everyone is expected to sign in at the meeting. The meeting sign-in sheet is located on the table near the entrance. This is important so that accurate minutes (public record) can be provided for every meeting.
- 3. SPEAKING:** If you wish to speak, please also fill in the “I wish to Speak” form located on the table. This form will be collected just before the meeting starts and given to the Commission.

### HELPFUL HINTS FOR EVERYONE:

- Public participation is encouraged, however, the Commission may limit public comment so that everyone has a chance to participate, and the meetings are conducted in an effective manner. Public speakers may be asked to **limit their comments to 3 minutes**.
- **To be called upon to speak**, please get the attention of the Presiding Officer (Commission President) by raising your hand or standing silently.
- Members of the general public will be asked to **sit at the table** in front of the Commission and give their **name, address and the topic** they wish to speak on.
- The “**Public Comment Period**” is the appropriate time to discuss items not listed on the agenda.
- If you wish to comment on an item that is listed on the “**Commission Business Action or Discussion Items**” portion of the agenda, wait until that item appears, and then get the Presiding Officers attention. Signing your name on the “I want to speak form” (step 3 above) will assist the Commissioners make sure you get to speak.
- The normal process for each agenda item is for the General Manager or staff to present the **Commission Report** first. After the report, the Presiding Officer will open the floor for discussion and questions. The public may participate when called upon by the Presiding Officer.
- **Questions** asked at meetings may not be immediately answered, but may be assigned to the GM or staff to research and communicate back at some time in the future.
- **Executive Sessions** are granted by State Statute to protect sensitive real estate negotiation deal points, proprietary business information, personnel issues, and/or attorney client privileges. Members of the public are asked to leave the room during executive session. The public meeting will resume afterwards, and the public is welcome to return.

**THANK YOU FOR PARTICIPATING IN YOUR COMMUNITY**