

BOARD OF COMMISSIONERS MEETING

April 12, 2016

From 9:30 a.m. until last comment is heard, but no later than 9 p.m.

Clark College Gaiser Student Center, Gaiser Hall

Meeting ground rules and speaker selection

Ground rules will be posted on boards at the venue and reviewed/explained by the facilitator at the start of the meeting, with periodic reminders from the facilitator throughout the comment process. The rules will be strictly enforced.

The Port of Vancouver USA is committed to providing safe and effective public meetings. Public input is a very important part of our process, and our meetings provide a way to involve the public and hear suggestions, questions and concerns.

We've provided specific ground rules to provide a secure, non-intimidating and respectful atmosphere that allows all voices to be heard. Individuals who do not follow the ground rules and create an unsafe or intimidating environment will be asked to leave the meeting.

We ask all participants to honor the ground rules to help maintain an open, secure and respectful tone, and allow everyone's voice to be heard equally.

Meeting ground rules:

1. Intimidating behavior creates a disrespectful and threatening environment, and will not be tolerated. Examples of intimidation that are prohibited include:
 - a. Confronting, blocking or interfering with attendees when they approach, enter or engage in the meeting venue.
 - b. Conducting rallies or demonstrations at the entrance to or within the meeting venue.
2. The Port of Vancouver will monitor the number of people entering the meeting venue. Based on safe capacity, we may close the space to additional attendance if facility capacity is reached. When people depart and space becomes available, additional people will be allowed to enter.

3. In anticipation that many people want to provide oral comments, a time limit of two minutes per speaker is established and will be enforced.
 - a. Speakers will be chosen by a lottery drawing method to provide an unbiased selection of speakers.
 - b. Silent expressions of support or opposition by giving a “thumbs up” or “thumbs down,” or raising one’s hand for a few seconds do not disrupt speakers and will be allowed.
 - c. Clapping, cheering or jeering disrupts speakers. Such noise contributes to an intimidating atmosphere and is prohibited within the meeting venue.
 - d. Speakers may be stopped when disruptive behavior such as clapping or mass activity like standing up as a group occurs. These actions will reduce the overall time allotted for people to speak and therefore fewer people will be able to provide comments.
 - e. Signs are not allowed within the meeting venue.
4. The Port of Vancouver reserves the right to close the meeting at any time if disruptions interfere with the opportunity for participants to make oral comments before the Board of Commissioners, or if there is a safety risk.

Speaker selection process:

- Staff members will ask people as they enter the meeting venue if they wish to speak.
- If the answer is yes, staff will provide a two-part ticket and direct the potential speaker to drop one half of the ticket in a ticket drum and keep the other half.
- **Those wishing to speak must have their tickets by 7 p.m.**
- Once the meeting begins, staff will draw 10 tickets at a time and call out the numbers. Those numbers will be printed on a white board at the side of the room.
- Speakers whose number has been called will be invited to take a seat near the podium. Speakers will be asked to print their name on a roster for the port’s official record.
- Speakers must be present when their number is called. If they are not present, staff will draw another ticket.
- The first numbers will be chosen and posted 10 minutes prior to the opening of public comment.
- The white board will show the current 10 speakers and the next 10 speakers.
- Speakers will be allowed two minutes to make comments. Time cannot be ceded to others.

- Speakers should clearly state their name when their time begins. Time will be tracked with an electronic timer projected on a screen at the front of the room.
- A staff person will be near the podium to manage the ingress/egress of speakers and accept any written materials the speaker wishes to submit.

Meeting schedule (subject to adjustments)

- 8 a.m.: Doors open
- 9:30 a.m.: Open meeting, Pledge of Allegiance, minutes
- 10 a.m.: Staff presents Vancouver Energy action item
- 10:30 a.m.: Public comment begins
- Noon: Break for lunch
- 12:30 p.m.: Comment resumes
- 2 p.m.: Break
- 2:15 p.m.: Comment resumes
- 4 p.m.: Break
- 4:15 p.m.: Comment resumes
- 6 p.m.: Break for dinner
- 6:30 p.m.: Comment resumes
- 7 p.m.: Deadline for speakers to have their tickets
- 8 p.m.: Break
- 8:15 p.m.: Comment resumes
- 9 p.m.: Meeting recesses until 1 p.m. Friday, April 15