

## Appendix #3

...working together



## What to Expect When Attending Water Board Meetings

Board meetings are most often held on the same premises as the Boards' offices. The rooms are typically arranged in a "theatre style" with the Board members sitting at the front of the room and key staff seated nearby. In most cases, the Board Chairperson will run the meeting. Copies of the agenda and supporting documents are typically made available at the back of the room in limited numbers. Most copies are emailed to the designated mailing list beforehand. Those individuals without access to a computer can request receipt of paper copies by mail.

Individuals who require language services, written translation or oral interpretation, may request such services by contacting the Office of Public Participation (OPP) at least two weeks prior to the meeting date. OPP can be reached at (916) 341-5254. Individuals who require special accommodations due to a disability may request assistance by contacting the State Board's Office of Employee Assistance at (916) 341-5880.

### MAKING ORAL COMMENTS AND PREPARING WRITTEN COMMENTS

Every meeting provides an opportunity for the public to provide comments on items on the agenda. Meeting notices and agendas spell out time limits for oral comments and submittal deadlines for written comments, so please pay careful attention to these notices and agendas. The notice also contains such helpful information as the name, email and telephone number of the designated staff contact.

**Making Oral Comments** - Persons wishing to speak at the meeting will be asked, but are not required, to complete an attendance card. The attendance card asks for the person's name, organization, amount of time requested, and agenda item involved. As you begin to speak, identify yourself with your name and organizational affiliation. This is helpful for the record, as well as for the benefit of those listening via the internet in the case of State Board web casts. Again, providing identifying information is not required in order to speak during the public comment period. Oral comments should be concise and directed to specifics of the item under discussion to enable the Boards to be fully informed and take appropriate action. If you plan to use visual aids such as PowerPoint, contact Water Board staff prior to the meeting or workshop to ensure that equipment will be available and ready for use.

You may be asked to limit your oral presentation in the interest of allowing all who wish to speak to do so. Where speakers can be grouped by affiliation or interest, such groups should select a spokesperson and not be repetitive. Also be aware that Water Board members or staff may ask you questions or request clarification.

**Preparing written comments** – The public is welcome to prepare written comments for the Boards' consideration. Submit your written comments prior to the event by mail or by fax and indicate the name of the item or issue to which your comments pertain. In some cases, multiple copies of your written comments may be required. If written materials were required to be submitted prior to a meeting or workshop, don't attempt to hand out material at the event as Board Members will not have a chance to read them during the meeting.

