

Proposed Handout
5/16/2013

Hanford Advisory Board
Guidelines for Public Comment at Board Meetings

Welcome to this Hanford Advisory Board meeting. The Board appreciates this opportunity to hear your views and comments on Hanford cleanup activities. Your comments will be summarized in the Board minutes. Board meetings are also routinely audio-recorded. If you wish, you may at any time provide written comments to the Board at:

Hanford Advisory Board
c/o EnviroIssues Hanford Project Office
713 Jadwin #3
Richland, Washington 99352
509-942-1926 (FAX)

The public comment period is not a question and answer session. Therefore, neither the Board nor the agencies are prepared to provide a response to your comments.

Finally please note that if you need special accommodations, these can be arranged with the Board facilitator or the Board Chair.

In preparing to speak, the Board asks members of the public and of the Board to abide by the following guidelines.

1. Those wishing to offer public comment are asked to sign up at the registration table and will be invited to speak in the order listed on the sign-up sheet.
2. You will have an opportunity to provide comments during the public comment period designated in the morning and the afternoon session and preference will be given to members of the general public over those individuals serving as members or alternates on the Board.
3. To insure all commentators have an opportunity to speak, speakers are asked to limit their remarks to five minutes. Depending on the number of speakers, the Chair may adjust the allotted time as needed. Groups that wish to present their views through a single spokesperson may be allowed additional time at the discretion of the Chair.
4. Commenters are asked to introduce themselves and their organizational affiliation if any at the beginning of their comments.
5. The Board cannot copy and distribute written comments. If prepared materials are provided, forty copies typically are needed to cover the Board membership.