

Vermont Clean Water Board Virtual Meeting Ground Rules

Tuesday, May 12, 2020, 1:00 – 2:00 pm

Microsoft Teams audio and visual:

- Attendees are encouraged to participate fully using computer audio and visual at: [Join Microsoft Teams Meeting](#).
 - Attendees who are not able to participate through the computer audio may use the call-in by phone option: dial +1 802-828-7667 and enter Conference ID 572 189 07# (press *6 to mute/unmute).
- The meeting organizer will display meeting materials via Microsoft Teams screen sharing.
 - Materials are also posted on the Clean Water Board Meetings webpage at: <https://dec.vermont.gov/water-investment/cwi/board/meetings>.
- All attendees will be muted by the meeting organizer, unless called upon to comment by the Clean Water Board Chair. This will help cut down on audio disruptions.
- If experiencing technical difficulties: (1) contact Don Hefferon of Agency of Digital Services at (802) 505-8408 or Donald.Hefferon@vermont.gov or (2) visit Microsoft Teams help and support webpage at: <https://support.office.com/en-us/teams>.

Question and answer:

- Only Clean Water Board members may comment and ask clarifying questions throughout the agenda.
 - Board members may indicate they have a question via the Microsoft Teams chat function.
 - The meeting organizer will call on Clean Water Board members to ask questions.
 - The Clean Water Board Chair will field questions or direct questions to the appropriate Board member or staff.
- The agenda does not include a general question and answer session for attendees. Attendees should save questions for the public comment portion of the agenda, time permitting.

Public comment:

- The Clean Water Board Chair will establish a time limit per commenter based on the time available and the number of attendees who signed up to comment in advance (via online RSVP form).
- The meeting organizer will call upon attendees to comment in the order RSVPs were received.
- The meeting organizer will keep track of time and indicate when it is time to move onto the next commenter.
- A friendly reminder to keep comments concise and respectful of the public meeting environment.
- Anyone unable to comment due to time constraints may submit comments via email to ANR.CleanWaterVT@vermont.gov by COB Tuesday, May 12, 2020. Public comments will be compiled in the Clean Water Board meeting minutes.

Future public participation opportunities:

- Upcoming Clean Water Board meetings and past meeting minutes are posted on the Clean Water Board Meetings webpage at: <https://dec.vermont.gov/water-investment/cwi/board/meetings>.
- [Subscribe to the Clean Water E-Newsletter](#) to learn about future opportunities for public participation in the clean water budget process, including future Clean Water Board meetings.