

GUIDELINES FOR PUBLIC COMMENT

The Commission wishes to facilitate the exchange of information between the Commission and the public in a manner that will enable the Commission to better serve the people of this State and their environment. To do so, the Commission has adopted the following guidelines to the application of EMC Rule 335-2-3-.05, Agenda and Public Participation. These guidelines will serve to educate and inform the public as to how the Commission interprets and intends to apply this Rule. The Commission believes that these guidelines will lead to a fair and consistent application of the Rule which will, in turn, promote a forum that is both suitable and conducive for responsible public participation.

1. Presentations should not exceed ten minutes. Presenters are therefore encouraged to state their most important points first and should understand that when the ten minute time limit has elapsed, they will be asked to conclude their presentation.
2. The topic of any presentation made to the Commission should be related directly to the Commission's functions. The Environmental Management Act defines the Commission's functions as (a) establishing rules, regulations, and environmental standards; (b) developing statewide environmental policy; (c) hearing appeals of administrative actions; and (d) selecting the ADEM Director. Topics outside of the scope of the Commission's defined functions will not be allowed. The Commission will not allow presentations advancing political agendas or presentations promoting the political or financial interests of any specific group(s) or individual(s).
3. The presentation of current and timely information is encouraged by the Commission. Presenting repetitive, irrelevant, or outdated information is neither productive, nor a good use of Commission time. The Commission requests that speakers provide relevant, accurate, and current data and information. In addition, speakers should be prepared to provide sources for data and information presented if requested. Presentation requests that raise topics that have already been thoroughly addressed through previous presentations are likely to be denied unless new and substantive information is provided.
4. All data presented should be factual. All data and data collection methods should be referenced and should be attributable to generally accepted reliable sources. Speakers should be mindful when presenting information not to violate any professional licensure or certification requirements.
5. The Commission's time should not be spent hearing matters that most appropriately should be initially addressed by the Department. Those wishing to make presentation requests before the Commission should first pursue all reasonable opportunities made available through the Department and its Director for addressing concerns. Failure to do so may result in a denial of the presentation request.

6. The Commission requests, when at all possible, that specific names of individuals or corporations be omitted from presentations. Any specific complaints mentioning individuals or corporations should be provided to the Director of the Department.
7. In order to help the Commission prepare and better understand the topic to be addressed, the Commission may request that those wishing to address the Commission submit a well organized outline of their presentation along with copies of any supporting documents they intend to use during the presentation. If, during the presentation, the outline submitted is not adhered to and the speaker strays from the subject identified in the outline, this will be noted by the Chair and the speaker may be asked to return to the subject of the presentation as reflected in the outline. If an outline and supporting documents are not provided, then the Commission may table the presentation request until such time as an outline and supporting documents are submitted.
8. Questions and comments from Commission members during or following a presentation are allowed and should be expected. Commission members are free to ask any questions believed necessary regarding the presentation.
9. The Commission, at its discretion, may approve, deny, table, or take no official action whatsoever on a presentation request. Those requesting to make presentations should not attend a Commission meeting with the expectation that their request will be automatically granted. Presentation requests that are approved may be placed on the agenda for subsequent (generally the following) regularly scheduled meeting of the Commission. Presentation requests that are denied due to a failure to conform to the Rule may be resubmitted to the Commission provided that the nonconformity is corrected.
10. Members of the public wishing to engage the Commission should feel free to submit written comments and other materials to the Commission office or the Director of the Department in lieu of presentation requests. Written comments submitted to the Commission office will be carefully read by Commission members and will be given the same weight and consideration as the presentations made during Commission meetings.
11. Members of the public that wish to make a brief statement at a Commission meeting may do so by first signing in on a register maintained by the Commission office prior to each regularly scheduled meeting. The register will close ten minutes prior to convening each meeting of the Commission. Following completion of all agenda items, the Commission Chair will call on members of the public wishing to make a statement in the order their names appear on the register. Speakers are encouraged to limit their statement to matters that directly relate to the Commission's functions. Speakers will be asked to observe a three minute time limit. While an effort will be made to hear all members of the public signed on the register, the Commission may place reasonable limitations on the number of speakers to be heard.