

## Federal Forestland Advisory Committee

# PUBLIC COMMENT PROTOCOL

The Committee encourages interested members of the public to provide the Committee with their views, concerns, and ideas about topics under consideration by the Committee.

A Public Comment period is scheduled during selected Committee meetings for individuals wishing to address the Committee on issues related to the Committee's work. To assist the Committee in getting relevant information and input for topics being addressed at a meeting, meeting agendas often will include specific questions for commenters to address and commenters are requested to focus on those questions.

**Five minutes** will be allotted for each individual to provide comments to the Committee. The Chair or meeting facilitator will advise each commenter when four minutes has expired so that individuals can begin to conclude their comments, and when time is up. Individuals are asked to honor the time limit in consideration of the Committee's schedule and as a courtesy to others wishing to provide comment to the Committee.

Questions from the Committee to a commenter will be limited to an additional five minutes. Committee members are asked to honor this time limit in consideration of the Committee's schedule and as a courtesy to others wishing to provide comment to the Committee.

Time limits may be changed at the Chair's discretion, after consultation with the Committee, depending on the number of people requesting time to comment and the general flow of the meeting.

Individuals wishing to provide oral comments to the Committee must indicate this, and indicate the topic(s) of their comments, on the sign-in the sheet provided at the information table located near the meeting room entrance.

Written comments are another way to provide input to the Committee, provide a valuable reference, and may be submitted before or during the meeting for consideration. Written comments received prior to the meeting will be copied and distributed to Committee members. If you are providing written comments during the meeting, please provide 15 copies for distribution.

Additional protocols may be developed for panel discussion sessions involving commenters.