

46 **General Meeting**

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1. Meeting will start on time, end on time, and adhere to the agenda.
2. Participants will be asked to actively listen.
3. Participants will be asked to refrain from personal attacks.
4. PMP planning meetings will use a modified charrette format.
5. All submitted comments relating to the meeting subject area will be assigned to the appropriate sub-category charrette for discussion.
6. Participants will receive information prior to scheduled meetings that will include the following:
 - Agenda for the Scheduled Meeting
 - Copy of Comments that will be Considered at the Meeting
 - Information on Meeting Protocols
 - Fact Sheet on the PMP
7. Participants should review all materials prior to the meeting and have a full understanding of meeting protocols and comments that will be discussed.
8. The meetings will utilize Webex technology. Participants are encouraged to access virtual meetings through Webex to fully participate in meetings.
9. Participants are encouraged to log into the meeting five minutes before the scheduled start time to ensure timely launch of the meeting.

Facilitator

1. The USACE San Francisco District has retained an independent Facilitator to manage the PMP charrette planning meetings.
2. The Facilitator is responsible for implementing meeting protocols.
3. The Facilitator is responsible for assignment of comments to the appropriate PMP planning meeting, and for assignment of comments to the appropriate discussion charette. The decision of the Facilitator is the final decision.
4. The Facilitator is responsible for ensuring meetings are conducted within the time frame established by the USACE San Francisco District.

- 90 5. The Facilitator is responsible for enforcing time limits for speakers to ensure maximum
91 participation within the allotted period of time. Time limits for speakers will be strictly
92 enforced.
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- 94 6. The Facilitator is responsible for recording all stakeholder comments, polls, and
95 recommendations.
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97 **Process for Adding New Comments**
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- 99 1. Comments submitted to the USACE after the July 19, 2019, posting of the draft PMP
100 will be distributed to meeting participants.
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- 102 2. Comments submitted to the USACE after the July 19, 2019, posting of the draft PMP
103 will be assigned to the appropriate meeting for discussion.
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- 105 3. Stakeholders with new comments that were not submitted to the USACE after the
106 July 19, 2019, posting of the draft PMP will have an opportunity to have their
107 comments considered for inclusion.
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- 109 4. New comments to be considered for inclusion must fall within the subject matter of the
110 meeting.
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- 112 5. New comments that are not within the subject matter of the meeting will be placed into
113 a Parking Lot for later consideration. Participants will accept the independent
114 Facilitator's decision relative to whether or not a comment falls within the subject
115 matter of the meeting.
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- 117 6. Stakeholders should have their comments prepared for consideration prior to the
118 meeting. Comment summaries can be submitted during the "Comment Overview"
119 period.
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- 121 7. New comments will be added to the agenda with the majority consent of stakeholder
122 participants.
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- 124 8. A Majority is 51% or more of the participants. (If there are 25 participants, a majority
125 is 13 participants. If only 10 participants register an opinion, a majority is still
126 13 participants.)
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- 128 9. Comments added to the agenda will be placed in a Temporary Parking Lot.
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- 130 10. Temporary Parking Lot comments will be assigned to the appropriate charrette for
131 discussion.
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133 **Protocols for the RDMMP PMP Planning Meeting**
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- 135 1. Comments will be taken up in the order presented on the agenda.

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2. New comments added to the agenda will be addressed after all previously submitted comments are discussed.
3. The Facilitator will mute allmikes.
4. To suggest an amendment to a comment or speak to a comment, a participant should click the “raise hand” icon. In response to a raised hand, the Facilitator will unmute the speaker’s mike.
5. **A speaker will be limited to 2 minutes of speaking time.** The Facilitator will mute the speaker’s mike after 2 minutes. The facilitator will provide a 30-second warning to notify the speaker of time remaining to speak. The 2-minute rule will be strictly enforced.
6. Speakers should identify themselves by name, organization, and title (i.e., John Smith, President, Acme Dredging Company).
7. It is recommended that participants read the copy of comments to be considered prior to the meeting. Participants should prepare any suggested amendment to a comment prior to the meeting to ensure timely submission within the confines of the schedule.
8. The Facilitator will recognize a raised hand in the order that hands are raised. (The first hand raised will be unmuted first and muted after 2 minutes, the second hand raised will be unmuted second and muted after 2 minutes, etc.)
9. Input relating to the comment can also be submitted through the Chat Box. The Facilitator will monitor the Chat Box for comments. Comments submitted through the Chat Box should include the writer’s name, organization and title.
10. Suggested amendments submitted through the Chat Box will be added to the list of suggested amendments to be considered by meeting participants. Suggested amendments submitted through the Chat Box should include the writer’s name, organization, and title. A suggested amendment to a comment should be prefaced by “I wish to amend” or similar language so the Facilitator can easily identify suggested amendments in the Chat Box.
11. Only one participant per organization will be allowed to speak to ensure input from diverse participants. If an organization has multiple participants who would like to submit comments, additional participants from the organization may submit comments through the Chat Box.
12. Each participant may only speak once during each discussion period. If a participant has additional comments, the participant may submit the comment through the Chat Box.

- 180 13. The Facilitator will close the discussion at the appointed time. Once the discussion
181 period is closed, there will be no other comments from participants.
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- 183 14. A poll will be conducted on each suggested amendment in the order posted. If a poll
184 of participants indicates a majority of the participants agree with the amendment, the
185 comment will be edited to include the amendment.
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- 187 15. After consideration of amendments, participants will be polled on the final consensus
188 comment.
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- 190 16. Polls will allow participants to indicate if they (1) Agree with the comment,
191 (2) Disagree with the comment, or (3) comment is Acceptable.
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- 193 17. The poll will be transmitted to the USACE, and comments in which there is a favorable
194 poll among stakeholder participants will be reported as a recommendation for the
195 PMP.
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- 197 18. All comments and suggestions will be presented to the USACE including comments
198 that do not receive a favorable poll. The process ensures that all stakeholder input is
199 captured and that the USACE is aware of all comments made during the planning
200 meeting
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- 202 19. Any comments not addressed in today's meeting may be addressed in Meeting 5
203 scheduled for July 21, 2020.
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