



What to expect at the Recessed Open Meeting

The chair will call the meeting to order to start the meeting, and will request commission staff provide an overview of the agenda and participant instructions to all attendees. The Commissioners will provide opening comments before the public comment period.

When the public comment period begins, commission staff will call on members of the public from the sign-in sheet. When your name is called, please unmute your microphone or phone and state your name clearly before providing your comments. You will hear a chiming sound when your three minutes has concluded. The commissioners may ask you questions at the end of your comments. When you have completed your comments, you may either remain in the meeting as an observer or disconnect. If you remain in the meeting, please remember to place your microphone or phone back on mute when you are done speaking.

Following the public comment period, the commission will hear comments from their staff, ratepayer advocates, and the utilities. The commissioners will likely have questions and a dialogue with staff, the advocate group, and the utilities as they begin making decisions on the individual term sheet items.

The chair will end the meeting after the commissioners have made their decisions. These decisions will be documented in a commission order, which will be issued within a week after the recessed open meeting. The order will be posted to the commission's website for public access.

Best practices for addressing the commission

While many commission proceedings are formal in nature, there are no expectations that you use formal or technical language when addressing the commissioners. Following are a few best practices:

- Provide your name before starting your comments.
- Speak clearly and respectfully.
- Try to reduce background noise so the commissioners and others can hear you clearly.
- Keep your computer microphone or phone on mute unless speaking with the commissioners [Press *6 to mute/unmute your phone]
- Request accommodations or translation services if you need them in advance of the meeting. The commission is committed to providing reasonable accommodations and resources.
- If using an interpreter, speak only a few sentences at a time to allow the interpreter to relay your message as clearly and accurately as possible.
- Do not interrupt other members of the public, organizations, or utilities during their time to address to the commissioners.
- When you hear the chime indicating your comment period has ended, please conclude your comments as quickly as possible so that all participants will have an equal amount of time to share their concerns.