

## Ground rules for IRP comment period

To maximize the opportunities for stakeholders to provide feedback, PSE offers the following comment guidelines.

### Guidelines for process

- PSE will make the comment sign-up sheet available at 5:45 p.m. both at the meeting space and online.
- Speakers may sign up for themselves only.
- Speakers will be called to comment in the **order that they sign up**.
- All observers will be expected to **listen quietly and respectfully**.
- If an observer would like to show support for a speaker or an idea being expressed, they should raise their hand.
- Please **silence all phones** and other noisemaking devices.
- Comments will be summarized in meeting notes, not recorded verbatim.
- If there is not sufficient time for all people who signed up to speak for two minutes, PSE will accept written comments until 5 p.m. the day following the meeting. Send emails to [IRP@pse.com](mailto:IRP@pse.com). Comments received by 5 p.m. the day following the meeting will be included in the meeting notes.

### Guidelines for speakers

- Comments will be limited to **two minutes per person**.
- Speakers should clearly **state their name** before starting their comments.
- Comments should be directed towards the IRP process.
- Representatives of the PSE IRP process will listen to comments but **will not respond**.

*PSE appreciates your participation and respect for these guidelines.*