

## 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 9:00 a.m. Participants may add their name until 5:00 p.m.
- 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.
- If more speakers signed up than time allowed in the current agenda (5:00 p.m. to 5:30 p.m.), PSE may accommodate after consulting with meeting participants.
- Comments will be summarized in meeting notes, not recorded verbatim.

### Guidelines for speakers

- Comments will be limited to two minutes per person. More time will be allowed at the discretion of PSE depending on the number of speakers and this change will be communicated as soon as practicable.
- 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.*