Recycling Reform Act Advisory Council and Subcommittee | Public Participation Rules

Purpose

The purpose of these Public Participation Rules is to ensure transparent public access to Recycling Reform Act Advisory Council (council) and subcommittee meetings while allowing the council to conduct its business efficiently and in compliance with the Open Public Meetings Act (OPMA) (RCW 42.30).

Public Attendance

All council and subcommittee meetings are open to the public. Meetings will be conducted online on easily accessible platforms or in a hybrid format (in-person/online) format. Members of the public may attend and observe meetings remotely or in-person, if applicable. Meeting agendas will include a standing agenda item allowing 10 minutes for verbal public comment at the end of meetings. The public may also comment in writing through the Q&A function as detailed in the next section. The procedure for making a public comment is as follows:

- Online Meetings:
    - The meeting facilitator will call for requests for public comment at the start of the meeting. Attendees interested in providing verbal public comment may express their interest via the Q&A function.
    - Speakers will be selected on a first-come, first-serve basis to provide verbal public comment during the meetings based on when they express interest in the Q&A box.
        - A facilitator will let a speaker know what order they are in the queue to provide comments.
    - Public comments will be limited to that meeting's agenda items. People interested in commenting will be required to specify the topic their comment is on.
    - Each attendee will have a maximum of 2 minutes to speak.
    - If time remains in the public comment portion of the meeting, the facilitator will prompt for any raised hands to speak in the remaining time.
    - Public commenters may lose their time or future commenting privileges if they are off topic with the current agenda or are disruptive to the orderly conduct of the meeting (e.g. using hate speech, political rhetoric or promotional content).
- Hybrid/In-Person Meetings:
    - At the meeting sign-in table, public participants can indicate their desire to make public comment and be entered into a queue with virtual attendees. All public commenters are required to provide their name and specify the topic

in the agenda their comment is on. Comments are limited to the topics in that meeting's agenda.
    - People will be selected to provide public comment on a first-come, first-serve basis.
    - Public commenters may lose their time or future commenting privileges if they are off topic with the current agenda or are disruptive to the orderly conduct of the meeting (e.g. using hate speech, political rhetoric or promotional content).

The meeting chat will be open and visible to all attendees, but only council members, Ecology staff, the facilitation team, and guest presenters may use it during the meeting. Any comments or questions from public observers must be submitted ahead of the meeting or through the Q&A function during the meeting. If the chat function is used by public observers and becomes disruptive during the meeting, it will be disabled for all.

Meeting notices provided in advance will clearly state the meeting date, time, location/link and written comment deadline. Meeting materials such as agendas, minutes and presentations will be shared online. Other relevant meeting documents will also be provided whenever feasible.

Written Public Comment

The council will accept written public comments as follows:

- Comment Prior to Meetings:
    - Meeting agendas will include a stated deadline for submission of written comments prior to each meeting (by 9am two business days prior to the meeting). Written comments should be sent to RRAAdvisoryCouncil@cplusc.com.
    - Written comments received by the stated deadline and relevant to an upcoming meeting agenda will be shared with council members before the meeting.
    - Pre-submitted comments may be acknowledged during meetings, included in the meeting record, or referred for future consideration.
- Comments During Meetings:
    - Written comments may also be submitted during the meeting through the Q&A function.
    - Comments will be shared with council members through inclusion in the meeting notes.
- Other Written Comments:
    - Written comments can also be submitted anytime to RRAAdvisoryCouncil@cplusc.com and will be shared with the council.

The Washington State Department of Ecology (Ecology) and the council are not required to respond to written public comments.

Agenda Limitations

The council will not deliberate or take final action on matters not listed on the agenda, consistent with OPMA requirements.

Accessibility

The council is committed to making meetings accessible to the public. Ecology offers live captioning, language interpretation/translation, or other accessibility services, when requested in advance as described in the meeting notice.

Records

Official meeting minutes constitute the formal record of council actions. Video recordings of meetings will not be captured.