



# Virtual public meeting ground rules

Welcome to a Washington Department of Fish and Wildlife (WDFW) virtual public meeting. We value your participation and strive to provide attendees with a respectful and inclusive environment.

To ensure this, we request that you please follow the guidelines and etiquette outlined below:

1. When you join the virtual meeting, your microphone will be muted automatically.
2. In the case of any technical issues during the meeting, please notify us in the chat, and we will help you. However, please note that the chat will only be monitored for technical assistance.
3. Public comments are welcome and will be rotated virtually between individuals.
  - a. To ask a question or make a comment during the allotted time, please use your device's "raise hand" feature. If you're on the phone, dial \*9 on Zoom or \*5 on Microsoft Teams, and if you're using a computer, click the hand/reactions icon at the bottom of your screen.
  - b. During the comment period, the host will allow you to unmute yourself. To do so, press the mute button on your device or dial \*6 on your phone.
  - c. Before commenting, please identify yourself by stating your name and affiliation.
  - d. Keep discussions focused on the agenda items and questions at hand. Personal attacks, threats, or insults towards individuals, governments, or organizations are prohibited.
  - e. Offensive, disrespectful, or derogatory language, including profanity, is strictly prohibited.
  - f. Assume positive intentions from those speaking and listen respectfully.
  - g. To ensure a balanced discussion, please limit your comments to two minutes with one clarifying follow-up question.
  - h. Always speak and act professionally – no offensive, disrespectful, or derogatory language, including profanity.
  - i. Provide constructive feedback regarding the fisheries in which you participate. Remember that the most compelling comments are those that pertain to the topics under discussion.
4. WDFW staff may close public comment to stay on schedule with the agenda or to provide others who still need to comment with an opportunity to speak.
5. Meetings will be recorded and posted online.
6. If you have any further questions or comments, please submit them in written format on our [public comment webpage](#).

Thank you for your cooperation. We look forward to your participation in this meeting.