

Open Meeting Guidelines for MARCO's Stakeholder Liaison Committee Meetings

Updated: October 16, 2014

The goal of the Open Meeting Guidelines for MARCO's Stakeholder Liaison Committee (SLC) is to provide a framework for the public's attendance at SLC meetings and/or any sector-specific meeting thereof and to promote transparency in the SLC process. To further this goal, these guidelines state the process for the SLC to hold meetings in public, give the public proper notice of those meetings, and allow the public to review meeting notes and certain other SLC records.

1. Public Attendance

- (a) For any open session portion of the SLC meeting, the general public will be notified through a public notice that they may attend and observe within the parameters of participation as set forth of section 2 herein.
- (b) MARCO will publish a meeting notice on the MARCO website (<http://midatlanticocean.org/>) to provide adequate notice to the public. MARCO will also notify the public, via the MARCO website, if a scheduled SLC meeting is canceled.
- (c) MARCO may determine some matters of the SLC are more appropriately discussed among MARCO and SLC members. In these cases, this session of the meeting will be held in executive session and will be closed to the general public.
- (d) Members of the general public attending an open session will be observers and may not participate, except in instances when authorized in the public notice.
- (e) When considering the location of an SLC meeting, all reasonable efforts will be made to ensure that the meeting venue is accessible to persons with physical disabilities and there is adequate space for interested members of the public. However, public attendance may be limited by available space at the meeting and will be provided on a first-come, first-served basis.
- (f) Unless an SLC meeting is specifically designed in a teleconference or webinar forum, remote access for public participants will not be provided.

2. Business Conduct

- (a) A member of the general public attending an open session of the SLC may not engage in any conduct that disrupts the session or that interferes with the right of other members of the public to attend and observe the session. Disruptive conduct includes visual demonstrations such as the waving of placards, signs, or banners, or audio demonstrations such as shouting, singing, or playing recorded or live instruments. Public comment may be permitted as authorized by the presiding MARCO Management Board member and in a manner defined by the General Rules outlined in the meeting notice.
- (b) (1) The presiding MARCO Management Board member, MARCO Staff member or meeting facilitator will use their discretion to determine whether conduct is disruptive and may direct any person who persists in disruptive conduct be removed.
(2) The presiding MARCO Management Board member, MARCO staff member or meeting facilitator may recess the session while order is restored.

- (c) (1) In the event of public comment, the general rules will be presented in the public notice, and will be read at the beginning of the public participation component of the meeting.
- (2) The amount of time each public participant is allowed to speak and the format in which comments will be accepted will be subject to the meeting itinerary, and will be explicitly defined by the presiding facilitator.

3. Recording, Photographing, and Broadcasting of Open Session

- (a) Any member of the public, including any representative of the news media, intending to record, photograph, or broadcast an open session of the SLC should identify their intent to do so prior to the beginning of the session.
- (b) Any member of the public, including any representative of the news media, may record discussions of the SLC at an open session by means of any device that does not create a disturbance to the orderly conduct of the SLC meeting.
- (c) A member of the public, including any representative of the news media, may photograph or videotape the proceedings of the SLC at an open session if the equipment used does not create:
 - (1) Excessively bright artificial light; and/or
 - (2) Excessive noise; and/or
 - (3) A disturbance to the orderly conduct of the SLC meeting
- (d) A representative of the news media may broadcast or televise the proceedings of the SLC at an open session if the equipment used does not create:
 - (1) Excessively bright artificial light; and/or
 - (2) Excessive noise; and/or
 - (3) A disturbance to the orderly conduct of the SLC meeting
- (e) The presiding MARCO Management Board member, MARCO Staff or meeting facilitator member may restrict the movement of a person who is using a recording device, camera, or broadcasting or television equipment if such restriction is necessary to maintain the orderly conduct of the session.
- (f) A recording of an open session made by a member of the public, or any transcript derived from such a recording, shall not be deemed a part of the formal record of any proceeding of the SLC.

4) Conflict of Laws: This document is for guidance purposes only and does not supersede state or federal law. In the event that any of these guidelines conflict with prevailing state or federal law, the guidelines shall be superseded.