

SAFMC New Approaches for Public Input:

1. Q&A Informational Webinars:

Purpose – Improve understanding of amendments being developed for scoping or public hearings in advance of the formal scoping meeting or hearing.

Approach – Tailor individual informal webinars around a specific amendment or a specific management topic.

Format –

- Staff runs the webinar from Charleston and provides a presentation on an upcoming amendment that is being sent out for scoping or public hearing;
- After the presentation, the public has an opportunity to ask staff questions about the amendment/topic prior to the actual scoping or public hearing meeting.
- All webinars are recorded.
- Staff record videos of the amendment presentation and these are posted to the SAFMC YouTube channel to allow stakeholders to review the presentation at their convenience.

Schedule – Q&A sessions are held one week prior to the actual scoping meeting or public hearing.

2. Webinar/Comment Stations:

Purpose –

- Provide options for stakeholders to participate in the public process using a combination of in-person meetings and webinars.
- Provide opportunity for stakeholders to listen to discussions and comment from throughout the region.
- Improve efficiency (process and cost) of the scoping and public hearing process.

Approach – Set up host comment stations in key communities to offer a facilitated discussion with Council members (in-person at the comment stations) and staff (via webinar) about amendments being sent out for scoping or public hearings and also to collect formal public comment.

Format –

- Staff runs the webinar from Charleston and Council members are present at the comment station and tuned in to the webinar. Stakeholders can tune in via webinar or attend the meeting in-person at the comment station to listen to the webinar.
- Council members introduce the public hearing from their comment station and then staff provides a presentation on an upcoming amendment that is being sent out for scoping or public hearing.
- After the presentation, the public has an opportunity to ask Council members and staff questions about the amendment/topic prior to opening up the floor to formal public comment. Staff help facilitate discussion between the webinar participants and comment station participants.
- Once questions are complete, the Council member initiates the formal public comment portion of the meeting. Comments are taken from the comment station first and then taken from the webinar participants.
- All webinars are recorded for the record.

Comment Station Guide for Council Members

Equipment Needed for the Comment Station:

- Computer
- Projector
- Screen
- Wi-Fi access or Hard wire (to connect to the webinar via the internet)
- Phone line or external mic and speakers to plug into your computer
- If you're using a Mac you may need a special adapter for using external speakers (let us know)
- Extension cord/power strip (to plug in computer, projector and external speakers, if using.)

Documents Provided by SAFMC Staff for Distribution at the Comment Station:

- **Sign-in sheet** – Please be sure every person attending the meeting signs-in and fills out the information completely for our records.
- **Public Hearing Documents** – 20 copies of the public hearing summary are provided; also available from www.safmc.net.
- **Additional Documents** –
 - How-to-Guide for Joining a Webinar – One copy will be provided to you in case you have problems signing on to the webinar.

Steps for Initiating the Webinar at the Comment Station:

1. **Register for the Webinar:** Register for the webinar using the link provided by Mike Collins. *Please do this prior to the day of the webinar!! Once registered, you will be sent a confirmation e-mail with a web link to use to log-on to the webinar.*
2. **Log-on to the Webinar:** *Please log-on to the webinar one-hour prior to the start of the webinar to test your equipment set-up. Mike Collins will be on-line one hour prior to the start of the webinar to help with set-up (call Mike at 843-763-1050 if you have any questions).*
 - Use the web link provided in the confirmation e-mail to log-on via the Internet.
 - Once you have joined the webinar, staff will make you an organizer for the webinar. This will allow you to access the administrative control panel and view the names of the participants on the webinar.
3. **Set Audio Controls:** Under the webinar control panel, look for the Audio tab. Select which audio output method you will use for the webinar – either telephone or mic and speakers.
 - **If using a telephone** – dial the phone number provided in the confirmation e-mail, enter the access code and the audio pin provided.
 - **If using mic and speakers** – you should be good to go once logged in. If you can't hear staff talking, make sure your computer volume is unmuted.
 - If you are having trouble, either call Mike Collins (843-763-1050) or type in the Questions tab under the webinar control panel so that staff can help you troubleshoot.
4. **Starting the webinar:** Staff will have all participants muted during the webinar until it is time for the Q&A and public comment portion of the webinar. Staff will control muting and unmuting participants. At the scheduled start time, staff will unmute the Council member at the comment station to begin the webinar.
5. **Public Hearing Agenda:** The webinar will flow as follows:

- **6:00PM – Introduction:** The Council member chairing the comment station will read the Chairman’s Statement (see below). Note that formal public comment will be taken after the staff presentation and Q&A.
 - **Staff Presentation:** Staff will go over how the webinar will be operated and then will provide the public hearing presentation (Staff Notes: everyone will be muted during presentation, raise hand icon on control panel for questions, questions will be answered one by one and we will alternate between the comment station(s) and those tuned in via webinar.)
 - **Q&A Session:** Staff will moderate this session and control muting and unmuting participants to ask questions. Council members at the listening station can either ask participants to come up to the mic/phone to ask the question or the Council member can moderate questions from participants and pose questions to staff directly.
 - **Formal Public Comment Session:** Comments will be taken from the comment station first and then we will take comments from webinar participants. Participants at the comment station will need to come up to the mic/phone to give their comment.
 - Council member at the comment station reads the public comment statement: *Please come up to the chair and clearly state your full name, the city and state you are from, and the sector or name of any organization you are affiliated with before starting your comment. Please keep your comments to the amendment being discussed tonight.*
- 6. Closing the webinar:** Once all public comment has been made, the Council member at the comment station will:
- Thank participants for attending the hearing.
 - Reiterate that written comment deadline and how to submit comments. (Staff will show a slide with information on written comment submission.)
 - Provide a reminder about the next step for the amendment.