

## Virtual Meeting Protocol for Testifying before the Commission on Water Resource Management (CWRM)

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Interested persons can submit **written testimony** in advance of each meeting that will be distributed to Commissioners prior to the meeting. Written testimony must be submitted no later than 48 hours prior to the meeting to ensure time for Commissioners to review it. Late written testimony will be retained as part of the record, but we cannot assure Commissioners will receive it with sufficient time for review prior to decision-making. Submit written testimony to the Commission Secretary: [raeann.p.hyatt@hawaii.gov](mailto:raeann.p.hyatt@hawaii.gov) or to [dlnr.cwrmm@hawaii.gov](mailto:dlnr.cwrmm@hawaii.gov). Written testimony will be acknowledged at the meeting.

To provide **live oral/video testimony** during the online meeting, email your request to the Commission Secretary, Rae Ann Hyatt at: [raeann.p.hyatt@hawaii.gov](mailto:raeann.p.hyatt@hawaii.gov) at least 48 hours in advance, with your name, phone number, email address, computer identification name (check your device settings), and the agenda item you would like to testify on live during the meeting. Once your request has been received, you will receive a Zoom link via which to testify. You will need a computer with internet access, video camera and microphone to participate. If you require access by phone only, please indicate that in your email request.

Public testimony will be taken when each agenda item is discussed. You can monitor meeting progress via YouTube livestream at this link: <https://www.youtube.com/channel/UCM5hR2he67dmPVq2s7AaLIQ>

Testifiers will be called on by the Chair to offer testimony. Until that time, you will be placed in a Zoom “Waiting Room”. While waiting to provide testimony, you will need to mute your microphone and turn off your video. Prior to your turn to speak, you will be given access to the virtual meeting. At that time, if you are watching the YouTube livestream, you will need to mute the YouTube livestream to avoid audio feedback.

When testifying, please state your first and last name for the record. If you are testifying on behalf of an organization, please include the name of the organization as well.

Oral testimony will be limited to a maximum of three (3) minutes per person per agenda item. You will be given notice when 30 seconds remain. If you continue to testify beyond your allotted time, the Chair will kindly ask you to complete your testimony.

If you have submitted written testimony and have also signed up to deliver it orally, the Chair will ask you to kindly summarize your points. When you have finished testifying, you will be put back in the “Waiting Room”. Please stay there until your agenda item is complete in case Commissioners have questions. You will be notified when your agenda item has been completed.

Staff will be monitoring people joining the Commission meeting by video and will do their best to take each person in an orderly fashion. Please be patient as we continue to navigate this new platform.