

TOOL 16 – RULES OF CONDUCT DURING PUBLIC FORUMS

By accepting and following these rules, we show respect for our fellow citizens and allow as many people as possible to share their opinions.

To participate effectively, it is important to know the following:

1. Treat all participants in the discussion with kindness and respect.
2. Value the diversity of perspectives and opinions.
3. Criticize ideas, not individuals.
4. Refrain from any demeaning, discriminatory, or harassing behavior or speech directed toward others.
5. Avoid disruptive behavior while others are speaking (such as tapping, loud conversation, or excessive gestures).
6. Allow the speaker to use their allotted time without interruption.
7. During the public forum, you may ask questions, provide comments, suggestions, or proposals, but you must first request to speak from the moderator and introduce yourself for the record.
8. When speaking, it is important to talk slowly and clearly so your statements can be properly documented.
9. Each person is allowed one presentation to ensure that others also have the opportunity to speak.
10. The time allotted for each individual presentation is limited to 2–3 minutes.
11. One presentation may include multiple questions, suggestions, or comments on various parts of the presented documentation, as long as it stays within the allotted time.
12. If another speaker has already asked a question that matches yours, allow others to ask different ones – there is no need to repeat questions.
13. If you are not satisfied with the response you received or believe that not all your questions were answered, you may submit your suggestions, proposals, and comments in written form, providing additional clarification for those questions you feel were left unanswered during the public forum.
14. Please note that if you follow the public forum through digital channels and leave a comment online, it will not be considered an official comment, and there is no obligation to respond.
15. All questions, proposals, suggestions, and comments should be submitted in written form as explained during the public hearing and public review.

Thank you for your understanding.