
DRAFT
VISITOR PROTOCOL
INTERAGENCY COORDINATION TEAM MEETINGS
FOR THE HOUSTON SHIP CHANNEL

The Houston Ship Channel Interagency Coordination Team (ICT) has adopted the following protocols concerning the participation of visitors at ICT meetings.

(1) The meeting tables are reserved for ICT members. Visitors are requested not to sit at the table. Visitor seating will be provided around the periphery of the meeting tables.

(2) At the beginning and end of the meeting, visitors who wish to address the ICT will be called upon to do so. No time limit is currently imposed, however, visitors are expected to be brief and concise. If necessary, a time limit will be imposed. Visitors may also provide written comments to the ICT.

(3) Visitor comments will be summarized in the ICT meeting minutes. Oral comments will be documented to ensure their accuracy.

(4) Comments or issues should be within the scope of the ICT.

(5) At the conclusion of the initial visitor comment period, the ICT will conduct its regular business. Visitors will not be allowed to ask questions or provide comments to the ICT or its speakers during the business portion of the meeting.

A limited number of copies of the agenda package will be available at the meeting on a first-come-first-serve basis. Visitors who know they will be attending a meeting may call in advance and a copy will be reserved for them. Meeting minutes will be provided to all interested parties prior to the next schedule ICT meeting.

The ICT reserves the right to have workshop sessions that are limited to ICT members. Results of workshop sessions will be reported at regular ICT meetings.

Visitors are reminded that the ICT meetings are for the benefit of the ICT members. While the meetings are open to public, they are not intended to be a forum for public debate. The ICT welcomes anyone who wishes to observe the proceedings and comments under this protocol. All visitors will be treated with respect and courtesy. The ICT expects no less in return. This protocol will be strictly enforced.