

**Ricochet Area Munitions Response Site in State Game Lands 211
Community Interest Group**

Standard Operating Procedures

1. **Meeting announcements** – Fourteen days prior to the scheduled meeting, e-mails and postcards will be transmitted/mailed providing the date, time, place, and agenda for the next meeting. The project Website will also post the meeting information. One week prior to the scheduled meeting, the meeting information will be published in the legal section of the Harrisburg “Patriot-News” and Lebanon “Daily News” newspapers.
2. **Meeting minutes** – Draft minutes will be prepared and submitted via e-mail to Community Interest Group members for review. Members’ comments and revisions will be incorporated and the minutes will be posted on the project Website.
3. **Meeting procedures** – The standard meeting procedure will remain the same. For example: (1) acceptance of minutes from the previous meeting, (2) review of the agenda and time allotted for each item, (3) follow the agenda, and (4) meeting closure.

Meeting Ground Rules

Introduction – Community Interest Group meetings are intended to be an exchange of useful and shared information that helps interested persons and organizations to understand the Ricochet Area Munitions Response Site in State Game Lands 211 project. Community members’ participation at the meetings will provide feedback to the National Guard Bureau and Pennsylvania Army National Guard regarding the project. These ground rules are offered as a way to maximize the productivity of the discussions and meetings.

1. **Meeting times** – Meetings will begin and end on time.
2. **Keep on track** – Agenda items and discussions will focus on the Ricochet Area Munitions Response Site project. Past and other Fort Indiantown Gap activities are not a focus or topic of these meetings. Stay focused on the current project and share speaking time with others – ensure that everyone who wants to speak has that opportunity.
3. **Respect** – Mutual respect is essential. All questions, ideas, and comments will be treated openly with respect.
4. **Attendance** – For meeting continuity, persons who completed a Community Interest Group form are encouraged to attend all meetings.
5. **Disruptions** – No cell phones, pagers, or e-mail during the meetings. Set phones and pagers to vibrate.
6. **Participation** – Persons wanting to speak will raise their hand and wait to be called upon by the chair. Upon recognition by the chair identify yourself and then ask your question or state your comment. Participants will stay on the agenda and wait to discuss other items until they are at the right place on the agenda.
7. **Sustainability** – To conserve the use of paper, presentation materials will be posted on the project Website: <http://www.dmva.state.pa.us> First click on “Featured Topics” and then click on “Ricochet Area Munitions Response Site.”