

## **Citizen Guide to Request an Item for Charlotte Harbor NEP Action**

1	Contact the Charlotte Harbor NEP office at 239-338-2556, extension 235 or 240. Be able to explain what you want the Charlotte Harbor NEP to do, why you want NEP involvement, and necessary timing/deadlines. The NEP staff will let you know when the next cycle of committee meetings are and what you need to do. They will let you know past actions from the committees and the proper approach to advocate your position.
2	Demonstrate that you have taken your own actions to support your position. This may include contacting other agencies, having a citizen group to which you are a member write their own letters, or even legal action.
3	Attend one of the committee meetings and raise your issue under public comments for consideration at the next cycle of the four committee meetings. You may also obtain a conference member sponsor to request that the item be placed on the agenda for the next Citizen Advisory Committee or Technical Advisory Committee meeting. Obtaining a sponsor reduces the amount of time that will be necessary for the NEP to take action.
4	Understand that all four Charlotte Harbor NEP committees (Citizen Advisory, Technical Advisory, Management, and Policy) must consider the action you propose before action is taken. Either the Citizen or Technical Committee must recommend in favor of the position before the item can advance to Management and Policy Committees. The Policy Committee has the final word whether the action will be taken or not.
5	Assist the Charlotte Harbor NEP staff to draft the necessary packet information to the best of your ability. The packet will include an executive summary, a motion for consideration, and backup information. Your assistance may include providing a draft executive summary, backup information, and requested motion. Complete information is important, both in support and not in support of your position. The best available science concerning your issue will be included.
6	Assist the Charlotte Harbor NEP staff to identify known opponents to your position. Known opponents and their organizations should know about the item and be able to contribute to the packet. They will be informed of past actions from the committees and the proper approach to advocate their position.
7	You are not required to attend any of the committee meetings. In addition, your only opportunity to speak to your item may be under public comments on agenda items. However, we recommend that you attend and be prepared to speak to the issue and answer questions.

## **Guide for a Complete Packet For Individually Raised Items**

1	Executive Summary
2	Requested Motion
3	Background Information
4	Location Map
5	Photographs
6	Appropriate Correspondence
7	Notification of Permit Applicant and Permitting Agency