



JANET T. MILLS  
GOVERNOR

STATE OF MAINE  
DEPARTMENT OF MARINE RESOURCES  
21 STATE HOUSE STATION  
AUGUSTA, MAINE  
04333-0021

CARL J. WILSON  
COMMISSIONER

## AQUACULTURE LEASE HEARING POLICY AND CODE OF CONDUCT

### Hearing Policies

- Anyone wishing to provide testimony or ask questions must register by specified deadlines. Exceptions may be granted in rare cases but will require a detailed explanation and documentation for missing the required deadlines. Exception requests must be filed, in writing, at least five business days before the hearing. No requests for exceptions will be entertained during the hearing.
- When registering, you will be asked to provide your email address, so that the Department can send you updates and instructions specific to the lease proceeding. It is your responsibility to enter your email address correctly and follow all instructions received.
- If you need assistance completing the registration form, please contact the Department. This way, we can ensure that you are properly registered.
- Lease hearings are quasi-judicial proceedings and registered participants wishing to provide testimony must be sworn-in and remain available for questioning. Individuals cannot participate in the proceeding on behalf of someone else. For example, if you are unable to participate in the hearing, you cannot send another person to give testimony on your behalf.
- Microsoft Teams is the platform from which the remote portion of the hearing will be conducted. This is a free service, but you may need to download software and/or allow access to your device's camera/microphone. You also need to have a reliable internet connection or cellular service. We recommend you test your TEAMS connection, including your device's camera and microphone well in advance of the hearing.
- It is your responsibility to participate from a device that supports Microsoft Teams and has a reliable internet or cellular connection. **If you are providing testimony, it is your responsibility to make sure the device has a working camera and microphone.**

OFFICES AT 32 BLOSSOM LANE, MARQUARDT BUILDING, AUGUSTA, MAINE  
<http://www.Maine.gov/dmr>

PHONE: (207) 624-6550

FAX: (207) 624-6024

- Your camera and microphone will be disabled throughout the course of the proceeding until it is time for you to provide testimony or ask questions. The chat feature is not supported during aquaculture lease hearings.
- By participating remotely, you understand that technical failures are a possibility, which may limit or otherwise preclude your ability to participate in the proceeding. You also understand that the Department cannot offer you technical assistance and is not responsible for addressing or resolving technical issues you may experience during a hearing. If you are concerned about the possibility of technical failures or do not have reliable internet/cell service, we encourage you to participate in-person.
- All hearings are conducted in Eastern Standard Time (EST).
- If you are participating remotely from a different country, there may be security restrictions that limit your ability to access content. The Department is unable to grant exceptions to these restrictions and cannot assist you in troubleshooting.
- The Department will follow the order of testimony and cross-examination as outlined in the hearing agenda. Please be prepared to provide testimony at the appropriate time.
- Some proceedings may last more than a day. Please be prepared to participate on all days listed in the respective hearing notice.
- The Department follows the order of testimony in the agenda. Please carefully follow the agenda, so you do not miss your turn when called.
- When it is your turn, Department staff will call your name and enable your microphone and camera. Department staff will state that the camera and microphone have been enabled. If you are not on camera or cannot be heard, staff will give a warning. If a connection is unable to be made, staff will move on to the next registered participant. If you miss your opportunity when called, you will not be able to provide testimony at an alternate time.
- After you provide testimony, you need to remain available for cross-examination.
- Changes to participation format: If an extenuating circumstance requires a change to your participation format (i.e. remote to in-person or vice-versa), you must notify the Department at least 48 hours in advance of the hearing. Notification needs to be sent in writing. Failure to submit notification may impact your participation in the proceeding.

- Exception requests and other notifications need to be emailed to: [DMRaquaculture@maine.gov](mailto:DMRaquaculture@maine.gov) in accordance with the policies outlined above.

## **Hearing Code of Conduct**

- Unless called upon to speak, all participants will remain silent and not engage in sidebar conversations.
- Cell phones or other devices must be silenced.
- Participants must be respectful of others. Shouting, name calling, arguing, or other disruptive behavior will not be tolerated.
- In fairness to all, testimony time limits established by DMR must be followed. Participants cannot speak for longer than the time allotted. Time limits are communicated prior to the proceeding, so participants need to plan accordingly.
- Department staff serve as official timekeepers.
- In accordance with law, the hearing will be recorded by the Department. The recording becomes part of the administrative record. These are public hearings, so others may also be recording for unrelated purposes. While recording is permitted, it cannot disrupt the conduct of the hearing and Department staff may issue directives regarding the placement of third-party recording equipment.
- Persons who do not follow the code of conduct will be removed from the proceeding.

Thank you for reviewing this document and for your cooperation with these policies.