

## **Public Comment Guidelines**

Children, Families, Health, and Human Services Committee  
2013-2014 Interim

### **Public Comment as Part of the Public Record**

Public comment submitted to a legislative committee is part of the public record.

- ALL testimony in front of the committee is broadcast live over the Internet and is often broadcast on TV. Meetings are also recorded. The recordings are posted on the committee's website and are available as part of the permanent, public record.
- Written documents submitted to the committee are also public. If you plan to submit written material, please remove any information you wish to keep private, such as health conditions, names, addresses, phone numbers, or Social Security numbers.

### **Presenting Your Public Comment**

During the public comment period, please follow these guidelines to ensure that all members of the public have an opportunity to speak and that committee members receive information they can use to make policy decisions and recommendations.

- ✓ DO introduce yourself at the podium and spell your last name.
- ✓ DO explain to the committee the policy changes you believe the committee should explore and recommend to the full Legislature.
  - If you have a personal experience to illustrate your case, please summarize it briefly.
- ✓ DO limit your remarks to the subject of the agenda item and try to avoid repeating what others have said.
- ✓ DO be brief.
- ✓ DO bring handouts if you feel an issue needs to be explained in depth.
  - Provide 11 copies for the committee members and staff.
  - Include your name and contact information so members may contact you.
- ✓ DO NOT use the names of individuals other than your own or your family member.
- ✓ DO NOT ask the committee to intervene in a case involving a specific individual.
  - The committee cannot intervene in a matter that may be the subject of a departmental hearing or court proceeding.
  - This committee CAN recommend changes be made to various laws. So be specific about the policies or laws you would like to see changed and why. Members can use those comments to make the system work better for everyone.
- ✓ DO NOT ask questions of the committee members or other speakers.
  - This is the committee's chance to hear from you and to ask you questions.
- ✓ DO NOT clap, cheer, or boo about comments made by other speakers.

\*If you violate any of the guidelines, the presiding officer can ask you to stop speaking.