

## **Public Comment Guidelines**

Developed for the 2015-2016 Interim Committees

### Public Comment as Part of the Public Record

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

- All committee hearings at the Capitol are broadcast live over the Internet, and many are broadcast on statewide TV, as well. Meetings are also recorded. These recordings are posted on the committee's website and are available to everyone as part of the permanent, public record. Any personal information you share will be part of that record.
- Written documents are also public documents. If you plan to submit written material, please remove any information that 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. Legislative rules require that you provide your name if you are providing public testimony. (S30-60/H30-40)
- ✓ DO explain to the committee what policy change you believe the committee should explore and recommend to the 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 XX copies for the committee members and staff.
  - Include your name and contact information so committee members can contact you.
- ✓ DO maintain decorum. It is not appropriate to clap, cheer, or boo about comments made by other speakers.
- ✓ DO NOT ask the committee to intervene in a case involving a specific individual.
  - The committee cannot intervene in a situation that may be the subject of a departmental hearing or action or court proceeding.
  - This committee CAN recommend changes to various laws. Be specific about the policies or laws you would like to have changed and state the reasons why you believe the changes are necessary.
- ✓ DO NOT ask the committee members questions.
  - This is the committee's chance to hear from you and to ask you questions.