

## Ground Rules for Meetings and Public Comment

### **At the Start of Meetings:**

- All cell phones, pagers, or electronic devices should be turned off or muted.
- If you plan to give testimony, please sign the visitor's list on the table near the entrance.
- All committee hearings at the Capitol are broadcast live over the Internet. The audiotaped minutes also remain online as part of a permanent, public record of the meeting. 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.

### **Before Public Comment:**

- Sign in on the sheet at the back of the room.
- Please use the microphone at the podium to address the committee.
- Please direct all comments to the presiding officer.
- Please state your name, spell your last name, and tell us who you represent if you are here on behalf of an organization.
- If you have lengthy written testimony, do not read it. Please hand it to the secretary, who will make it part of the record and get copies to each committee member.
- Please remain in this room until the end of the agenda item in case a committee member has a question for you during their question time. [or remain in the overflow room, if one is used]
- Please respect the time allotted for comments so there is time for others to also comment. If you agree with prior testimony, please just state your agreement rather than repeating it.
- A set of public comment guidelines is available on the materials table in the back of the room.