

## **PUBLIC COMMENTS TO MEMBERS**

- Comments must be submitted 48 hours in advance of a meeting and clearly labeled they are meant to be sent to a specific advisory group to be included in the meeting materials to members for a meeting
- Comment packet should be emailed to members as soon as it is available and then sent for ADA review. It will be posted online as soon as it is remediated, but no later than 24 hours after the meeting.
- All attachments or visual submitted as part of written public comment will be included in the comment packets and will be emailed to members if submitted 48 hours in advance of meeting and will be posted online. Attachments will be not be ADA compliant prior to posting, but readers can request an ADA compliant version
- Verbal public comments will be captured as part of the meeting summary
- The verbal public comment period is two minutes. Facilitators will ask commenters to quickly wrap up their comments when they hit the 2 minute mark, then facilitators will mute commenters who continue to talk after this prompt.
- The program will address questions related to public comment from steering and advisory group members following the meeting, rather than dialogue with public commenters during the meeting.
- During public comment, members of the public will not be permitted to present pictures, slide presentations or videos. All materials must be submitted to the committee 48 hours prior to the meeting to ensure steering and advisory group members have access to the pictures and slides referred to during public comment.