

# EXECUTIVE COUNCIL SPEAKER POLICY

## Background

This policy is designed to provide a fair opportunity for people and groups to present helpful comments to the Executive Council. This policy balances the desire for transparency and public input with the need for organized and efficient Executive Council meetings. This policy will remain in effect until amended or superseded by Executive Council action. The Executive Council has the authority to agree by a majority of its members to deviate from this policy under extraordinary circumstances.

## Steps for Submitting a Request to Comment

1. If you or your group would like to speak on a particular topic you may do so by submitting a Request to Make Public Comment Form (Request Form), **no later than 5pm Central time five business days before the date of the meeting**. The Executive Council will try to publish the meeting agenda ten business days before the date of the meeting.

If an agenda item is added after the initial publication of the agenda, you or your group may submit a Request Form to the Chair after the deadline to speak about the new agenda item.

2. The Request to Make Public Comment Form is available on the Executive Council website. The Request Form contains information to assist the Executive Council and staff in understanding the nature of the comment and amount of time that may be required to hear the comment. The form includes, among other things:
  - a. Your name (or in the case of a group, each individual speaker in your group);
  - b. Your or your group's contact information;
  - c. A description or summary of the comment you or each person in your group wishes to make;
  - d. A description of how your comments relate to the agenda before the Executive Council; and
  - e. A description of any previous presentations to the Executive Council you or your group have made, including the date of any such presentations.
3. When you submit your Request Form, you or your group may also provide any written materials you would like the Executive Council to consider. If you do not provide written materials at the time of the request, the Executive Council staff may not be able to include the materials in the materials sent to the Council members and the Council members may not be able to review the materials before the meeting.
4. Executive Council staff will let you or your group know whether your Request Form and materials were received by the deadline.

5. Executive Council staff will provide all Request Forms to the Chair of the Council for consideration. Submitting a Request Form does not guarantee the Chair will approve your request. The Chair may decline your request for any reason, including because you have provided the same or similar comment at a previous meeting.
6. Executive Council staff will inform you whether your request has been approved before the meeting and will provide the Council members with a list of approved speakers and their materials.

### **Comment Rules**

At the meeting:

1. All comments are limited to five minutes per topic. In the event a group or more than one person wishes to comment on the same topic, the five minutes must be split between those speakers. The Chair has discretion to extend or restrict the time for each speaker.
2. All comments should be relevant to the agenda before the Executive Council and should be presented in a polite manner. Speakers should present their comments to the Chair and should not engage in personal attacks. The Executive Council reserves the right to dismiss any speaker who engages in unproductive or hostile conduct.