

## **Washington State LGBTQ Commission Public Comments Guidelines**

*As per Commission Operating Agreements, Article VII.3, "All interested persons shall be provided an opportunity to present public comment during any plenary meeting according to the guidelines developed and approved by the Commission for this purpose."*

These guidelines are created with the intention of offering the public an opportunity to bring forth to the consideration of the Commission issues that directly affect the lesbian, gay, bisexual, transgender, queer, two-spirit, and intersex community. They are adopted with the intention of allowing broad participation in an effective and orderly fashion.

1. Regular meetings of the LGBTQ Commission will include a section for public comments.
2. The time allotted for public comments will be determined by the Executive Committee during the creation of the agenda for the regular meetings.
3. The public will be notified of the public comment section of the meeting and the time allotted for comments at least twenty-four hours prior to the scheduled meeting. The agenda may be subject to change in accordance with State regulations
4. The Commission staff will notify the public either verbally or in writing, about how much time each person will have to share their comments, based on the number of people signed up to speak and the time allotted for public comments during the meeting.
5. The Commission Secretary will notify the public when public comments are starting. The Commission Secretary will also keep track of time during the period for public comments and notify each speaker once they are approaching the time allocated.
6. Each person who wants to share comments shall do it only once during a meeting. No person will be allowed to give up their time for another person's comments.
7. The members of the Commission are not expected to respond, make arguments for or against, or directly address the issues presented during public comments. Those comments that merit action will be assigned to the relevant committee for action.
8. All public comments must be respectful. The Commission reserves the right to limit the time of public comments for individuals who use vulgar or derogatory language.
9. Public comments can be submitted via electronic or written communication. These comments will be included in the minutes of the Commission meetings, and when time permits, read aloud during the public comments section of the meetings.