



Effective Date: December 14, 2016

### **A. Public Comment Policy**

The Virginia Board for People with Disabilities values the input of its constituencies. In addition to allowing the submission of written public comment at any time during the year, the Board provides time at each quarterly Board meeting for the public to directly address the body on issues of concern related to disability policy, services, supports or other matters. The Board utilizes public comment to help inform its federal State Plan goals, objectives, and activities, including its actions and/or positions on existing or emerging policy issues of a systemic nature.

### **B. Public Comment Guidelines**

1. The Board shall allot a minimum of 15 minutes on each Board meeting agenda for public comment. That time period can be extended at the discretion of the Board Chair. Public comment is not accepted at Board Committee meetings.
2. Individuals who wish to make public comment at a Board meeting may contact the Board Administration Manager at 804-786-0016 in advance or may sign up for public comment at the Board meeting.
  - a. Individual public comment shall not exceed three minutes; however the Board Chair has the discretion to extend the time available to an individual to complete his or her public comment.
  - b. Individuals are encouraged to bring written copies of their comment for distribution.
3. Public comment that is submitted to the Board in writing vs. being presented by the individual at the Board meeting must be received by the Board at least two days in advance of a Board meeting.
  - a. Copies of such written comment shall be provided to all Board members.
  - b. The Board Chair or designee shall read the written public comment to the Board, not to exceed the three minute time. The Chair has the discretion to extend this time period.
  - c. Written public comment can be mailed to the Board offices at 1100 Bank Street, 7th Floor, Richmond, VA, 23219 or may be emailed to [info@vbpd.virginia.gov](mailto:info@vbpd.virginia.gov). The subject line should read: Public Comment Submission

4. Comments provided by a group of individuals on the same matter are limited to three minutes per person or 10 minutes per group. The Chair at his/her discretion may provide for a longer time period.
5. The Chair, at his/her discretion, may provide a verbal advisory to a speaker at the podium when 30 seconds remain of the specified time to conclude comments.
6. The Board Chair may, at his/her discretion, extend the public comment portion of the meeting, adjust the order of speakers, or take other reasonable measures to ensure that the Board hears multiple views on any matter presented to the Board while ensuring that the Board is able to complete its Business meeting.
7. Except as provided in 7.b. and 7.c. below, public comment is received by the Board without questions or response.
  - a. If public comment is relevant to the work of a Board committee that addresses a systemic issue, the Executive Director, in coordination with the Board Chair, may refer the comment to that committee for consideration at the next Board meeting.
  - b. If public comment relates to an individual situation related to abuse, neglect or discrimination, Board staff shall respond to the commenters within 3 business days with information and referral that may be of assistance to that individual.
  - c. When written public comment is received by the Board, an acknowledgement of receipt will be sent to the commenter.