

## **Policy 17: Public Comments Before the Board of Governors**

17.1 The purpose of this policy is to provide guidelines for members of the public who wish to appear before the Board of Governors during the designated public comments period at the scheduled Board of Governors meetings.

### **17.2 Scheduling Public Comments**

- a. Frequency: Public comments will be scheduled during each of the Board's scheduled meetings.
- b. Duration: The total time allocated for individuals making public comments is limited to 3 minutes per speaker.
- c. Order: Speakers will be heard in the order in which they signed up via the registration form provided through the State Bar website under Board of Governors meeting dates.

### **17.3 Registration Process**

- a. Sign-Up: Members of the public wishing to speak must sign up in advance. Registration shall be completed using the form provided and emailed to the address provided through the State Bar website under Board of Governors meeting dates. The registration form requires name, business name and address, email address, whether speaker will appear in person or via Zoom and topic of comments.
- b. Registrations be submitted 72 hours before the meeting date. Late registrations are not permitted.

### **17.4 Rules of Conduct**

- a. Relevance: Comments should be relevant to matters of public interest within the Board's jurisdiction or on the meeting agenda.
- b. Group Representation: If multiple individuals from the same organization or group wish to speak, they are encouraged to designate one representative to speak on behalf of the group.

### **17.5 Procedures During the Meeting**

- a. Order: The President of the State Bar will introduce each registered speaker when it is their turn to speak.
- b. Time Limit: Speakers must adhere to the time limits. A visual cue will be provided when the speaker has 30 seconds remaining.
- c. Format: Speakers may appear in person or via Zoom using the provided link.
- d. Response: The Board is not required to respond to comments during the meeting but may choose to follow up at a later time.
- e. Non-Agenda Items: Comments on items not on the meeting agenda will be allowed during the designated public comment period.
- f. Disruptions: Any person who disrupts the meeting or violates this policy may be asked to leave.
- g. Translation Services: Translation services will be available upon request. Requests should be made at the time of the registration.

### **17.6 Documentation**

- a. Submission of Written Comments: If an individual is unable to attend or prefers not to speak, written comments may be submitted at the time of registration. These comments will be distributed to the Board members.

### **17.7 Amendments**

This policy may be amended by the Board of Governors as needed to improve the public comment process.