

## Guidelines and Procedures for Public Comment

Meetings of the Maryland 250 Commission are open to the public. As part of its general operating procedures, the Commission offers an opportunity for the public to express their views at each meeting during a public comment period.

1. **Scope of comments:** Speakers are permitted to comment on any item relevant to the business of the Maryland 250 Commission. Public comment will take place at the end of each meeting. Comments are to be directed to the Commission as a whole. The public comment period is intended to provide an opportunity for the Commission to hear from members of the public. Commission members may refer matters that arise to the Chair for investigation and/or follow up, however, the Board will not provide immediate responses to the public comments presented.

2. **Time limitation on comments:** The maximum speaking time afforded to any individual speaking on any item of business relevant to the Maryland 250 Commission will be 3 minutes, unless otherwise indicated by the Chair. The Chair will moderate the comment period.

3. **Registration procedures for public comment:** Any person wishing to make comments during the public comment period shall sign a speakers list prior to the commencement of the meeting. The speakers list will be available at least 15 minutes before the scheduled start of the meeting, and it will be closed once the meeting begins. Persons who have not signed up prior to the start of the meeting will not be permitted to provide public comment. Speakers shall identify themselves in writing on the speakers list by providing their name, contact information, organizational affiliation (if any), and the subject matter and/or agenda item to which their comments pertain. Public comments will be made in the order in which individuals sign up.

*Adopted by the Maryland 250 Commission, December 4, 2023*