

**Policy Concerning Public Comment During Meetings
of the Pennsylvania Council on the Arts**

Public Comment at Council meetings:

1. It is the policy of the Council to accept public comment at a meeting of the Council when a member of the public with an interest in the business of the Council has made a request to speak.
2. **No individual or organization with a grant application pending before the Council will be permitted to address the Council at a Council meeting in support of the application.** Such individuals or organizations may provide public comment on other matters.
3. The Council will encourage members of the public who would like to provide comment before the Council to notify the Council before the meeting.
4. Public comment will generally be accepted during the first half hour of each meeting. The period of time during which public comment will be accepted may be changed or moved at the discretion of the Chairman. The time period will be extended beyond a half hour only in extremely rare cases.
5. Generally, the time for each individual commentator to speak will be limited to two minutes or less. The Chairman may allow more time at the discretion of the Chair. The Chairman may also shorten the time allotted to each Commentator at the discretion of the Chair or in order to accommodate everyone who wishes to speak.
6. At the conclusion of the two-minute minute comment period, the Chairman may allow the Council to address questions to the Commentator. The Chairman may also allow comments from the Council. The Chairman will determine whether the Commentator will have opportunity to respond to those comments.
7. Individuals wishing to address the Council will be asked to **sign a registration sheet** so that the Council can assess the time period to be allotted to each commentator, and **briefly state on the registration sheet the subject they intend to address.** Individuals will also be asked to **state on the registration sheet their affiliation or interest in the subject they intend to address.**
8. Commentators shall confine their remarks to the subject they have identified and be as succinct as possible.
9. Comments and Commentators may be deferred to another meeting at the discretion of the Council, depending upon time constraints and whether a particular subject will be addressed at a given meeting.