

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

1. It is the policy of the Council to welcome and accept public comment at a meeting of the Council when an individual 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 encourages individuals who would like to provide comment before the Council to notify the Council in advance of the meeting.
4. Public comment will generally be accepted during the first or last half hour of each meeting. The period of time during which public comment will be taken may be adjusted at the discretion of the Chair.
5. Generally, the time for each individual commentator to speak will be limited to two minutes or less. Comments should be addressed to the Council as a whole. The Chair may adjust the speaking time allotted to each commentator at the discretion of the Chair in order to accommodate everyone who wishes to speak.
6. At the conclusion of each commentator's allotted time, the Chair may allow the Council to address questions to the commentator. Discussion between commentators and Council will not be entertained.
7. Individuals wishing to address the Council will be asked to **sign a registration sheet and briefly state on the registration sheet the subject they intend to address** so that the Council can assess the time to be allotted to each commentator. Individuals will also be asked to **state on the registration sheet their affiliation with or interest in the subject they intend to address.**

**In the case of virtual meetings, individuals wishing to address the Council should contact the Council prior to the meeting via email registration, providing their affiliation with or interest in the subject they intend to address.** Individuals may contact the Council by sending requests to [laurakline@pa.gov](mailto:laurakline@pa.gov). In order to assist Council's administration of virtual meetings, it is helpful for individuals to include their name and the phone number that will be used for signing into the virtual Council meeting.

8. Commentators shall confine their remarks to the subject they have identified and be as succinct as possible.
9. At the discretion of the Council, comments and commentators may be deferred to another meeting, depending upon time constraints and whether a particular subject will be addressed at a given meeting.