**Public Communications and Visitor Guidelines**

***Public Communications***

At the beginning of each Information Technology Steering Committee meeting time will be provided for public communications. In order to ensure sufficient time for the committee to complete its business, the total time provided for public communications may be limited, and the time provided to individual speakers may also be limited. (Although this may vary from group to group, the total time is usually 10-15 minutes, and speakers are usually allowed 2-3 minutes each.) Speakers may be asked to sit in a designated area until called upon by the presiding officer to speak.

Persons wishing to provide public communications will be asked to fill out a speaker card. Persons wishing to speak must acknowledge on the speaker card that they have read these guidelines. Persons will be called upon to speak in the order speaker cards were received.

If persons who have signed up to speak do not have an opportunity to do so because time runs out, they may provide written comments on the card provided.

* The ITSC Chair will announce, *"This is the time the ITSC has dedicated to receive citizens communications. Do we have anyone who has signed up to speak?"*
* If not, the chair will proceed to the next item on the agenda. If someone has signed up to speak, the presiding officer will make the following statements:
1. *"Speakers will be provided [number, normally two to three] minutes to address the ITSC on any issue directly related to its work."*
2. *"There will be no dialogue between speakers and the members, however, we will be listening carefully. In some cases, a speaker may be asked for clarification."*
3. *"After public communications have concluded, speakers are* welcome *to remain, but no further opportunities to address the advisory body will be provided during the meeting."*

***Visitors***

All regular meetings are open to the public and visitors are welcome. Visitors are considered anyone present who are not appointed members of the ITSC. This includes persons who may be attending on behalf of a member. Visitors will be asked to sign the attendance sheet, and asked to read these guidelines.

Visitors may be asked to sit in a designated area. Visitors who do not wish to sign up to speak under public communications are also welcome to provide written comments on the card provided. If officially part of an agenda item, visitors may be asked to present information and participate in discussion related specifically to that agenda item. Otherwise, visitors are observers and may not actively participate in the meeting.

The staff coordinators of the ITSC will ensure that a reasonable number of additional handouts are available for visitors.