

## Public Comment for Licensing Board Meetings

This serves as a guide to understand the public comment process during board meetings. This process applies to all boards and programs administered by the Business Standards Division (BSD) under the Montana Department of Labor & Industry (DLI).

Licensing boards and programs are required to provide opportunities for the public to participate and make public comment on board business. [2-3-101, et seq., MCA](#). Interested members of the public are encouraged to submit comments on topics, under the jurisdiction of the board, even if the comment does not relate to an agenda item.

At the beginning of each meeting is an opportunity for the public to comment on matters which are not on the current meeting agenda. The board cannot act on or discuss items not on the current agenda. The board may direct staff to put an issue brought forward from the public on a future meeting agenda.

The public may comment on an agenda item, during the public comment period for each board action item. Each meeting agenda will reflect this time after the introduction of a topic. If there is no public comment, the chair or presiding officer may immediately close that item's public comment period and proceed with the meeting. The chair or presiding officer may limit comments to proceed with the meeting. Once the period is closed, the public may not provide further comment during remainder of the agenda item discussion, unless specifically requested by the chair or presiding officer of the meeting.

### Notes for Commenters

Staff recommends you join the meeting prior to the start time indicated to assure your opportunity to comment. If you wish to provide comment, it is your responsibility to be available and prepared. Please be ready when recognized. Clearly state your first and last name, its spelling, and identify what organization, if any, you represent. After you have provided comment, you may choose to leave or observe the remainder of the meeting.

### Tips to make your comment time effective:

1. Be timely – Each agenda clearly shows the date, time, and place of the meeting.
2. Assure you can connect or attend – Information to attend is included on the posted agenda for each meeting. Participants who attend by electronic means should be aware that staff may not be immediately available to address technical needs.

3. Organize, prepare your statement, and be brief - Prepare a concise 2 to 5-minute statement detailing the issue(s) you want to bring to the board's attention. Be considerate of time as there may be others wishing to speak.
4. Do not be repetitive – Limit your remarks to the subject of the agenda item and try to avoid repeating what others have said.
5. Avoid asking questions – Don't ask questions of board members or other speakers. This is the board's chance to hear from you.
6. Be respectful – While disagreeing with other viewpoints is appropriate, do not directly attack or argue with another speaker.
7. Submitted comments and documents are public records – Meetings are recorded pursuant to state law. Additionally, any submissions you may provide to the board are public records which may be requested and produced.
8. Provide additional information – If you feel an issue cannot be, or was not, adequately covered in the time provided, submit your comments in writing to the board.