



PRESENTATION AND PUBLIC COMMENT POLICY

PURPOSE

As Colorado's state advisory council for early childhood, the Early Childhood Leadership Commission (ECLC) recognizes the value of public comment and allows stakeholders to express their views and share information with the ECLC. All ECLC meetings are open to the public and include an opportunity for public comment.

The purpose of this policy is to develop a fair, transparent and equitable process for members of the public to provide comments and information to the ECLC, and to ensure the ECLC operates in a consistent, balanced, and transparent manner.

POLICY

1. Presentations

- 1.1 Presentations can be shared with the full ECLC by stakeholders, organizations, Commissioners, and members of the public. Presentations are approved prior to each meeting by the ECLC Executive Subcommittee, and the allotted time for each presentation is noted on the meeting agenda.
- 1.2 Requests to Make a Presentation - Members of the public who wish to request to present to the ECLC can do so by contacting the ECLC staff. ECLC staff will refer the requestor to the appropriate subcommittee or working group co-chairs to coordinate an initial presentation to that group. Following the presentation, the subcommittee or working group can recommend the presentation be made to the entire ECLC by contacting ECLC staff with their recommendation. ECLC staff will collect recommendations for presentations from all subcommittees and working groups. Prior to each ECLC meeting, the ECLC Executive Subcommittee will review all requests for presentations and determine agenda items for the ECLC Meeting based upon current work of the ECLC. The ECLC Executive Subcommittee, at its discretion and under special circumstances, may approve presentations for the ECLC meetings without an initial subcommittee or working group presentation.
- 1.3 Presentation Procedures - Presenters will receive confirmation of the date, time, location, and amount of time allocated for their presentation ahead of the meeting from ECLC staff. Presenters should provide materials for distribution at least five (5) days prior to the meeting.
- 1.4 Any presentation requested by the ECLC does not constitute or imply an endorsement of the product, process, service, or organization by the ECLC.

2. Public Comment

- 2.1 Time will be allotted at each ECLC Meeting for comments from the public. The ECLC, at its discretion, may limit the amount of time allotted for public comment.
- 2.2 Public Comment Procedures - Individuals may contact ECLC staff prior to a meeting to request time during the public comment period; a sign-up sheet will also be provided at the start of each meeting for stakeholders and members of the public to register their request to offer public comment during the meeting. Each speaker may take up to five (5) minutes to make his or her comments. This time constraint may be modified by the ECLC co-Chairs. If the public comment period ends before all parties have had a chance to speak, ECLC staff will add the names of speakers to the following ECLC Meeting agenda. Speakers will be advised when they have one minute remaining.
- 2.3 Any opinions, advice, statements, services, offers, or other information or content expressed or made available by stakeholders or members of the public during public comment does not constitute or imply its endorsement, recommendation, or favoring by the ECLC.