



## PUBLIC COMMENT PROCESS

The Commission provides a period of public comment at every Commission meeting that will be limited to the designated amount of time posted in the agenda. Public comments are approximately 2 minutes per person and may be limited if public comment exceeds the allotted time. When making public comment, please be aware that in order to ensure that each person making public comment has the attention of the Commission and the opportunity to be heard, Commissioners may not necessarily respond to comments. Further, if public comment is related to a topic on the agenda, consideration of public comment may be incorporated into the Commission's discussion of the agenda item.

### *Hybrid meetings*

- Public comment period published in the agenda
- Members of the public indicate that they want to make a public comment using the [Public Comment Sign Up Form](#) on the Charter School Commission website or signing up in-person at the commission meeting
- Sign-up using the Public Comment Sign Up Form closes the day before the posted commission meeting at 5:00 p.m.
- In-person sign-up closes 5 minutes before the start of the commission meeting
- Sign-up sheet provided at the sign in table
- Sign-up sheet is brought to the Chair who presides over the public comment period
- Members of the public are called upon by the Chair, in order, with in-person comments first followed by virtual comments, to give their comments for the amount of time allotted

### *Written Public Comments*

- Members of the public can submit written public comments by emailing us at [charterschoolinfo@k12.wa.us](mailto:charterschoolinfo@k12.wa.us). Submitted comments will be included in the meeting materials. Written public comment submission closes the day before the posted commission meeting at 5:00 p.m.