



PUBLIC COMMENT AT BOARD MEETINGS

The WSIB designates approximately 20 minutes for public comment as part of each regularly scheduled meeting of the full Board. The Board’s meetings are conducted as open public meetings.

Time allocation for public comment may be adjusted at the meeting at the discretion of the Board Chair in order to manage the agenda in an effective manner for all involved.

THOSE PROVIDING PUBLIC COMMENT ARE ASKED TO SIGN IN PRIOR TO THE MEETING IN ONE OF TWO WAYS:

- ⦿ Email sign up (available until the end of business on the day prior to the meeting). If you wish to speak during the public comment portion of the WSIB’s meeting, please send us an email at recep@sib.wa.gov with your **name, date of the meeting** and **(optional) the name of any group you represent**.
- ⦿ In-person sign-in sheet (sign up at the meeting, at least 5 minutes prior to the scheduled public comment period)



TIPS FOR A SUCCESSFUL PUBLIC COMMENT PRESENTATION:

Those who have signed in for public comment will be recognized by the Chair
Begin by clearly stating your name and any relevant affiliation, for the record
Identify the issue you wish to address
Clearly and concisely explain your views and/or any relevant facts related to the issue
End by clearly summarizing your position or request or by asking for questions
Avoid repetition when multiple speakers are part of the presentation
Focus on matters that are clearly within the scope of the Board’s responsibility
Respect the meeting process by maintaining a level of decorum appropriate for an open public meeting
Pace the presentation to allow sufficient time for other speakers within the allotted public comment time