

**MARYLAND HIGHER EDUCATION COMMISSION
GUIDELINES AND PROCEDURES FOR PUBLIC COMMENT**

The following guidelines and procedures apply to the public comment period that may be provided, at the discretion of the Chair of the Maryland Higher Education Commission, as part of the regularly scheduled monthly meetings, or of the special meetings, of the Commission. The guidelines are derived from Section IV (D) of the *Bylaws of the Maryland Higher Education Commission* (available at <http://www.mhec.state.md.us/highered/about/bylaws.asp>).

I. Scope of Comments

Speakers are permitted to comment on any subject deemed appropriate by the Chair of the Commission.

II. Time Limitation on Comments

- a. The duration of public comments may not exceed any time limits imposed by the Chair.
- b. Unless the Chair specifies otherwise, the maximum speaking time afforded to each individual making public comments will be three minutes.

III. Written Requests to Testify

- a. Any person wishing to testify before the Commission must submit a written request to do so. The request must be addressed to the Secretary of Higher Education or to the Chair, and it must be sent to the attention of Tiffany Majors, tiffany.majors1@maryland.gov
- b. Written requests to testify will be accepted only until 72 hours prior to the meeting date.
- c. If the requestor would like to submit written testimony to the Commission to supplement his or her oral testimony, the written testimony must be submitted to Tiffany Majors, tiffany.majors1@maryland.gov no later than 72 hours prior to the meeting date. In addition, fifteen (15) hard copies of written testimony must be provided to Commission staff at least 30 minutes before the beginning of the meeting.
- d. A request to testify will be acted upon by the Chair, who may, at his or her discretion, deny it, grant it, or grant it subject to time limitations, as described in Section II. Unless the Chair determines otherwise, no more than 10 persons may testify during the public comment period at any one meeting.

- e. The order of testimony will be determined by the Chair.
- f. Persons who are unsuccessful in requesting to testify at a meeting and who desire to speak at a subsequent meeting, must again submit a written request. Names will not be automatically rolled over to the next meeting.

IV. Discretion of the Chair

The restrictions in these Guidelines and Procedures do not prevent the Chair, at his or her discretion, from recognizing persons for comment during a Commission meeting.