



**Department of Banking and Securities Commission**

**Public Comment Policy**

1. All individuals wishing to make a public comment in an open meeting shall register their request with Eileen Smith: [ra-bnsecuritiesscan@pa.gov](mailto:ra-bnsecuritiesscan@pa.gov) or (717) 783-4186, two business days before the scheduled start of the Commission meeting. The request must include:
  - 1) The name of the individual that will be making the public comment;
  - 2) The individual's group affiliation or the identity of the party that the individual will be representing (if any);
  - 3) A brief description of the topic of the public comment; and
  - 4) Verification of how the individual will provide the public comment:
    - i. Written;
    - ii. Online/virtually; or
    - iii. In person
2. If an individual has a disability that requires reasonable accommodation, they must indicate that at the time the individual makes their initial request to make public comment.
3. If English is not an individual's primary language and they wish to bring a translator, they must indicate that they intend to provide a translator at the meeting. Should an individual employ the services of a translator so they can address the Commission in their primary language, an accommodation as to the length of time the individual is allowed to speak to accommodate the translation shall occur.
4. Approved requests to address the Commission generally shall be scheduled in the order that they are received subject to the discretion of the Commission for the efficient operation of the meeting. Those who have submitted requests that have been denied will be notified accordingly.
5. All public comments will occur at the beginning of the meeting after the welcome and roll call has been completed, as reflected on the published agenda.
6. Should a member of the public prefer to submit written comments to the Commission instead of speaking at the Commission meeting they should submit their written comments with Eileen Smith: [ra-bnsecuritiesscan@pa.gov](mailto:ra-bnsecuritiesscan@pa.gov), and they will be distributed to the Commission.

7. On the day of the Commission Meeting scheduled speakers appearing in person will:
  - 1) Appear at least 15 minutes in advance of their preliminary scheduled time to speak.
  - 2) Check in at the front desk and inform the receptionist that they are scheduled to speak before the Commission. The receptionist will verify against the speakers' list and inform Department staff who will escort the speaker into the Commission room to be seated. Department staff will direct speakers to the microphone to speak at the assigned time. Once the speaker has finished, they may return to their seat or leave the meeting and the next speaker will follow.
8. On the day of the Commission Meeting scheduled speakers appearing virtually will:
  - 1) Log in at least 15 minutes before the start time of the Commission meeting in advance of their preliminary scheduled time to speak and confirm that they are prepared to speak as described in their registration.
  - 2) Activate their camera and audio features and test that both are operating prior to the beginning of the Commission meeting.
9. When making public comments, individuals shall state their name, topic to be addressed, and group affiliation, if any.
10. All statements shall be directed to the Presiding Officer.
11. No public speaker may address or question Commission members individually.
12. Each statement shall be subject to a three-minute limitation, or to such time limits as may be imposed on each speaker at the discretion of the Presiding Officer.
13. No public speaker may speak more than once per meeting.
14. Commission members will not respond to speaker questions in the meeting.
15. Public comments must be regarding issues that are or may be before the Commission.
16. Individuals may be ruled out of order and have their speaking privileges terminated if they engage in personal attacks against Commissioners or Staff or use vulgar, obscene, or physically threatening language.