



CDAC Public Comment Policy

Need Assistance?

If you are a North Dakotan with a disability and would like to provide public comment, please contact Kevin at 701-527-1315. We are happy to help. We can answer questions and walk you through the process.

The North Dakota Cross Disability Advisory Council (CDAC) values and encourages public comment. Hearing directly from individuals with disabilities, their families, advocates, service providers, and other stakeholders helps the Council better understand the challenges, opportunities, and lived experiences of people across North Dakota.

Because time for public comment is limited, a process has been developed to maximize participation while providing opportunities for new voices to be heard. To ensure all participants have a fair opportunity to contribute and that public comment sessions are conducted in a respectful, orderly, and efficient manner, CDAC has adopted the following Public Comment Policy.

Public Comment Process Summary

1. Request a speaking opportunity in writing (Kevin@ITCBConsulting.com).
2. Receive confirmation that your request was received.
3. Receive notification of your speaking status (confirmed or waitlist).
4. Submit a Speaker Information Card before the public comment session begins.
5. Provide your public comment (5 minutes maximum during appropriated time).

If time permits, individuals who did not submit a request prior to the meeting may be given an opportunity to provide public comment.

Detailed Public Comment Process

Request a Speaking Opportunity

Requests to participate must be submitted in writing through one of the following methods:

- Submission through the NDCDAC.com website comment form
- Email to Kevin@ITCBConsulting.com

Requests will be acknowledged upon receipt. Individuals will be notified of their speaking status prior to the meeting. If speaking requests exceed available time, a waiting list may be established and speaking opportunities may be offered if space becomes available.

Phone calls, voicemail messages, and verbal requests will not be accepted for purposes of establishing speaking order.

Individuals should indicate whether they plan to participate **in-person** or **virtually** when requesting a speaking opportunity.

Timing

- Each speaker will be allotted up to five (5) minutes for public comment.
- A timing light will be used to assist speakers in managing their time.
- A yellow light indicates one (1) minute remains.
- A red light indicates the speaker's allotted time has expired.
- To maximize speaking time and minimize delays between presenters, the next scheduled speaker should move to the designated waiting area while the preceding speaker is providing comments.

Speaking Order

Priority	Participation History
1	No prior public comments during the current biennium
2	One prior public comment during the current biennium
3	Two prior public comments during the current biennium
4	Three or more prior public comments during the current biennium

For purposes of determining speaking priority, comments will be tracked by individual speaker or represented organization, as applicable.

Participation history resets at the beginning of each biennium.

Within each priority group, speaking order will be determined by the date and time a written request to participate is received by the CDAC Presiding Officer.

The speaking order will be established by the CDAC Presiding Officer and posted at the meeting. Speakers will be called forward in that order (in-person or virtually).

Clarifying Questions

CDAC members may ask clarifying questions if time remains within the speaker's allotted five (5) minutes.

The CDAC Presiding Officer, consultants, CDAC members, HHS representatives, or other state representatives may also follow up after the public comment session has concluded.

Speaker Information Card

Individuals scheduled to provide public comment must submit a Speaker Information Card before the public comment session begins. Cards will be available on the website and at the meeting.

Information will include:

- Name
- Representing (Organization or Individual)
- Contact Information (Email or Phone Number)
- Participation Method (In-Person or Virtual)
- Address
- Topic to Be Discussed
- Permission to Be Contacted for Follow-Up (Yes/No)

Public Comment Best Practices

- Speakers are encouraged to address CDAC members directly, focus on their most important points, and be mindful of the allotted time rather than reading comments verbatim.
- Written comments are encouraged because they allow participants to provide additional detail beyond what can reasonably be shared during the allotted speaking time. Comments may be submitted electronically for distribution and possible posting on the CDAC website and/or provided in hard copy at the meeting for distribution to CDAC members.
- Individuals who are unable to speak due to time limitations may still submit written comments for distribution and review.

Expectations for Participants

- Participants are expected to conduct themselves in a professional and respectful manner during CDAC meetings.
- To avoid disrupting the meeting, participants should enter and exit the room quietly and conduct conversations, preparation of materials, and other activities outside the meeting room. Side conversations should not occur within the meeting room while the meeting is in session.
- Follow-up discussions regarding public comments should occur after the public comment session has concluded.
- Individuals whose conduct disrupts the meeting or public comment session may be asked to refrain from the disruptive activity or wait outside the meeting room.