

Friend of the Court Bureau Advisory Committee

PUBLIC COMMENT AND ATTENDANCE GUIDELINES

Michigan Supreme Court Administrative Order (AO) 1997-11 allows members of the public a reasonable opportunity to address the Friend of the Court Bureau (FOCB) Advisory Committee (Committee) at a meeting or by writing in a timely manner, prior to a vote on any issue under consideration by the Committee. (Michigan Compiled Law 522.519.) These rules apply to all public attendance and comments, whether individual or interest group representatives.

- A. Agenda items** – The Committee must be notified no less than **one business day** prior to the meeting date for persons to attend or speak at the meeting regarding topics on the agenda. The speaker must also submit the **Request for Public Comment and Attendance** form to the Committee prior to the start of the meeting. The individual must indicate which topic will be discussed with the Committee during the public comment period.
- B. Non-agenda items** – To attend and speak to the Committee on items that are not on the agenda, notice of attendance and the **Request for Public Comment and Attendance** form must be submitted **three business days** prior to the meeting.
 - a. Individuals speaking to the Committee on non-agenda topics must include a copy of any written statements or handouts for committee record retention purposes.
 - b. The Committee may request that an individual submit additional supporting documents prior to their presentation. The Committee may also choose to provide the individual with an opportunity to speak further on their presentation at a subsequent meeting. The Committee will consider each individual comment and take action or make referrals as appropriate.
- C. Request for Public Comment and Attendance Form** can be obtained [here](#), or at the meeting.
- D. Public Comments**
 - a. Each meeting will include two agenda items that will allow time for public comment.
 - b. Comments and presentations are **limited to a maximum of six minutes** per speaker, and allowed only when called on by the chairperson.
 - c. Public remarks on policy recommendations or issues that are under consideration will be limited to the public comment portions of the meeting.
- E. Meeting Rooms**
 - a. Must be handicap accessible and held in a place reasonably accessible to the public.
 - b. The room set-up should physically distinguish Committee seating from public seating (e.g., table seating for committee members, rows or perimeter seating for the public).

[FOCB Advisory Committee Website](#)