



## Public Meeting Policies and Procedures

(Updated Sept. 22, 2018)

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The Administrative Conference of the United States (the “Conference”) adheres to the following policies and procedures regarding the operation and security of committee meetings and plenary sessions open to the public.

### **Public Notice of Committee Meetings**

The Administrative Conference will publish notice of its public plenary sessions in the Federal Register and on the Conference’s website, [www.acus.gov](http://www.acus.gov). Notice of public committee meetings will be only posted on the Conference website. Barring exceptional circumstances, such notices will be published 15 days before the meeting in question. Meeting notices will also be sent to individuals who have signed up to receive electronic notification of meetings.

### **In-Person Public Attendance**

If members of the public are invited to attend a meeting in person, the invitation is subject to space limitations. Anyone who wishes to attend a meeting in person is asked to RSVP online at <http://www.acus.gov> no later than two business days before the meeting. To RSVP, click on “Meetings & Events” on the main page of the Conference’s website, and then click on the “RSVP” button for the appropriate meeting. If the meeting space cannot accommodate all those who wish to attend in person, access will be granted on a first-come, first-served basis, according to the order in which RSVPs are received.

With respect to meetings held at ACUS headquarters at Lafayette Center in Washington, DC, please note that ACUS is not housed in an open access building even though many ACUS meetings are open to the public. All guests should first check in with security at the South Lobby entrance of Lafayette Centre, accessible from 20<sup>th</sup> Street and 21<sup>st</sup> Street, NW.

For ACUS-sponsored meetings held at facilities other than ACUS’s headquarters, access procedures are governed by the particular facility, and should be followed by all individuals who attend the ACUS-sponsored meeting.

Requests for in-person attendance by individuals who have been previously removed or barred from 1) ACUS meetings, 2) Lafayette Centre, or 3) other facilities where ACUS meetings are conducted (for disruptive or other inappropriate behavior), are subject to evaluation on a case-by-case basis by agency management and the relevant security officials (including, but not limited to, the Federal Protective Service).



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### **Remote Public Access**

The Conference will make every effort to provide remote public access (i.e., live webcast) to all committee meetings and plenary sessions, and to provide access to archived video of meetings on its website. If applicable, the Conference will make every effort to post remote access information on its website no later than four days before a meeting. In the case of plenary sessions, remote access information can also be obtained by using the contact information provided in the *Federal Register* notice.

### **Disability or Special Needs Accommodations**

The Conference will make every effort to accommodate persons with physical disabilities or special needs. If a public attendee needs special accommodations due to a disability, he or she should inform the Designated Federal Officer (“DFO”) or relevant staff counsel no later than seven days in advance of the meeting using the contact information provided in the meeting notice.

### **Written Public Comments**

To facilitate public participation in committee deliberations, the Conference typically invites advance submission of public comments on the report or recommendation to be considered at a meeting. To ensure proper consideration, public comments must be in writing and must be received through the Conference’s website or at the Conference’s mailing address (1120 20th Street, NW, Suite 706 South, Washington, DC 20036) by the date specified in the meeting notice. To submit an electronic comment, click on “Meetings & Events” on the main page of the Conference’s website, then click on the appropriate committee meeting and select the “Submit a Comment” button. All comments will be delivered to the DFO or relevant staff counsel listed in the meeting notice. All public comments that relate to the relevant report or recommendation will be posted on the Conference’s website.

### **Public Participation in Meeting**

Members of the public who attend a committee meeting or plenary session may be permitted to speak only at the discretion of the Chair, with unanimous approval of the voting Conference members present. For purposes of committee meetings, liaison representatives, special counsels and senior fellows may vote. At plenary sessions, only the 101 statutory members of the Conference may vote.

### **Disruption of Meetings**

The Conference expects that public attendees will be respectful of the Conference’s staff, members, and other persons in attendance. Disruption of meetings will not be tolerated. Any public attendee who speaks without permission or who refuses to cease speaking when asked by the Chair will be considered disruptive. Any public attendee who threatens other attendees at the meeting, acts in a belligerent manner, or otherwise appears to pose a threat to the safety of the Conference’s staff, members, or other attendees will be considered disruptive.



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### **Removal of Disruptive Persons**

Any person who disrupts a public meeting will be asked by the Chair or the DFO/staff counsel to cease the disruptive conduct immediately. If such person does not comply with this request, he or she will be asked to leave. If the person continues to disrupt the meeting or does not comply with a request to leave, building security, the Metropolitan Police, or Federal Protective Services may be called to enforce the request and may take any other action deemed necessary to protect the safety of the Conference's staff, members, and public attendees. In addition, the Chair or the DFO/staff counsel may terminate the meeting if he or she determines that the public interest so requires.