



## Public Meeting Policies and Procedures

(updated November 16, 2012)

---

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 committee meetings and plenary sessions in the *Federal Register*. Barring exceptional circumstances, such notices will be published 15 days before the meeting in question. Notice of meetings will also be posted on the Conference website, [www.acus.gov](http://www.acus.gov).

### **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 to [comments@acus.gov](mailto:comments@acus.gov). 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.

### **Remote Public Access**

The Conference will make every effort to provide remote public access (i.e., live webcast) to all meetings 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. Once posted on the website, 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”) no later than seven days in advance of the meeting using the contact information provided in the *Federal Register* 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. Public comments must be in writing and must be received at [comments@acus.gov](mailto:comments@acus.gov) or at



## ADMINISTRATIVE CONFERENCE OF THE UNITED STATES

the mailing address provided in the *Federal Register* notice by the date specified in the notice. All comments will be delivered to the DFO listed in the *Federal Register* notice. The DFO will post all comments that relate to the relevant report or recommendation 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 Conference members present.

### **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 belligerently, or otherwise appears to pose a threat to the safety of the Conference's staff, members, or other attendees will be considered disruptive.

### **Removal of Disruptive Persons**

Any person who disrupts a public meeting will be asked by the Chair or the DFO 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, the DFO may call building security, the Metropolitan Police, or Federal Protective Services 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 DFO may terminate the meeting if he or she determines that the public interest so requires.