# Policy for Public Comment

## Capital Construction Assistance Board Meetings

### HOW CAN I ADDRESS THE BOARD?

Members of the public are welcome to speak before the Capital Construction Assistance Board (CCAB) during the scheduled public comment period at every regular board meeting. Alternatively, if in-person attendance is not feasible, the public is welcome to submit written comments to be distributed to each board member or, by request, have their comments read into the recording during the public comment period. All written comments must be submitted to BESTSchools@cde.state.co.us by close of business the Monday before the meeting. A schedule of upcoming meetings is available on the CDE website, <http://www.cde.state.co.us/capitalconstruction/ccab>

### HOW DOES PUBLIC COMMENT WORK?

A public comment sign-up sheet form will be located outside the meeting room door. Division staff will read the names on the sign-up sheet in the order individuals sign up. To provide all members of the public with an equal opportunity to speak to the board, everyone is limited to three minutes for their remarks, unless otherwise noted.

### WHAT ELSE SHOULD I KNOW ABOUT PUBLIC COMMENT?

Members of the public can speak to any topic, but please note that board members are not required to respond or ask questions during public comment. Printed materials may be provided as well. Please bring eleven copies, one for each board member, one for the Director of Capital Construction, and one for Division staff.

### WHERE CAN I LEARN MORE?

* **Capital Construction Assistance Board website:** <http://www.cde.state.co.us/capitalconstruction/ccab>
* **CCAB Meeting Agendas and Minutes:** <http://www.cde.state.co.us/capitalconstruction/ccab-agendasminutes>
* **Additional Questions:** **BESTSchools@cde.state.co.us**