

Task Force for Assessment of Services & Supports for People with Intellectual & Developmental Disabilities

PUBLIC COMMENT CODE OF CONDUCT

Policy: Code of Conduct for Meetings

It is the policy of the Task Force for the Assessment of Services & Supports for People with Intellectual & Developmental Disabilities to operate all meetings, including committee meetings in a positive and professional manner.

Procedures:

So that this Task Force may accomplish its mission and work in a reasonable amount of time, all attendees are expected to conduct themselves in a positive manner that is conducive to a productive meeting. This includes keeping sidebar conversations to a minimum and allowing the Task Force business to be conducted.

Members of the Public are asked to abide by the following code of conduct during the time allowed for Public Comment:

1. May only speak when recognized by the Chair.
2. The public must sign in prior to speaking.
3. The public must state their name, address, and title when recognized.
4. The public will speak on a first come, first speak basis.
5. The public are asked to keep their comments under two minutes.
6. All questions or comments will be addressed to the Chair.
7. If disruptive behavior occurs, the Chair will give one verbal warning, after which, the Chair may recess the meeting and take appropriate action to remove individual(s) from the meeting.

Written comments are always accepted and encouraged. Written comments can be emailed to: Kristina.Blankenship@Fssa.in.gov or mailed

to: **Division of Disability and Rehabilitative Services (DDRS)**
402 W. Washington St.
IGCS / W453 / MS 26
Indianapolis, IN 46204
Attention: Kristina Blankenship