



# Atlantic Coastal Cooperative Statistics Program

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## Public Comment Policy

*Adopted October 2013*

The following guidelines serve as the policy for treatment of all oral and written comments to ACCSP technical committees, Advisory Committee, Operations Committee, and the Coordinating Council. Members of the public are asked to follow the guidelines when considering submittal of written comment, or in seeking opportunities to comment orally during public meetings of ACCSP.

### Public Participation at Meetings

All meetings of ACCSP committees and the Coordinating Council are open to the public. (Note: Executive Committee meetings may be closed to the public when personnel or other confidential matters are being discussed.) Public comment or questions regarding matters on the agenda at committee meetings may be taken at designated periods at the discretion of the committee chair. Those wishing to comment should indicate such in the manner requested by the chair which may be through a show of hands or a written list if the number of interested parties is extensive. The chair will then recognize individuals to come forward and provide comment. All comments are part of the record of the meeting.

In order for the committee to complete its agenda, the chair, taking into account the number of speakers and available time, may limit the number of comments or the time allowed for public comment. Where constrained by the available time, the chair may limit public comment in a reasonable manner by: (1) requesting individuals avoid duplication of prior comments/questions; (2) requiring persons with similar comments to select a spokesperson; and/or (3) setting a time limit on individual comments. The Chair may also limit dialogue between committee members and the public. The ACCSP Public Comment Policy is intended to fairly balance input from various stakeholders and interest groups with the necessity of completing committee business.

### General Submission of Materials

Public submission of materials for committee consideration must be done through the committee or Coordinating Council chair. The chair will prioritize the review of submitted materials in relation to the existing task list. Materials provided by the public should be submitted to the chair at least two weeks in advance of the meeting. Materials will be distributed to committees by ACCSP staff. All written information submitted to ACCSP by an interested person should include a statement of the source and date of such information. Any oral or written statement should include a brief description of the background and interests of the person in the subject of the oral or written statement.

The ACCSP Public Comment Policy is provided on all meeting agendas and the ACCSP website in order to guide interested public in how to best provide input to Program activities.

*Our vision is to produce dependable and timely marine fishery statistics for Atlantic coast fisheries that are collected, processed, and disseminated according to common standards agreed upon by all program partners.*