



COMMISSION ON CORRECTIONAL PEACE OFFICER STANDARDS AND TRAINING COMMISSION MEETINGS

GENERAL CONDUCT

The Commission welcomes your comments and requests that you present your remarks in a respectful manner, within established time limits, and focus on issues which directly affect the Commission or are within our jurisdiction. Members of the public attending CPOST commission meetings shall observe the rules of order for the meeting.

All parties are expected to be professional and courteous to all in attendance. Unprofessional behavior will not be tolerated and members may be removed for offensive behavior or obstructing Commission business.

ADDRESSING THE CPOST COMMISSION PURPOSE OF PUBLIC COMMENT

Those wishing to address the Commission must be recognized before speaking by completing the "Request to speak" form and providing to the Chairperson. Lobbyists must identify themselves and the client(s), business or organization they represent before speaking to the Commission.

Members of the public are encouraged to participate in matters before the Commission. Comments may be directed to items on the agenda during deliberation of that topic, or regarding matters not on the agenda during the general public comment period. Please be advised that the Commissioners are not able to deliberate on matters not on the agenda, but may decide to place an item on a future meeting agenda pursuant to a public comment. Public Comments should be addressed to the Commission as opposed to individual members.

Consistent with the Brown Act, the public comment periods on the agenda are not intended to be "Question and Answer" periods or conversations with the Commissioners.

SPEAKING TIME

As deemed necessary, the Executive Director and/or Chair may impose time limits to those presenting before the Commission. Each speaker shall limit his/her remarks to the specified time allotment.

A timing system which provides the speaker with notice of their remaining time to complete their comments shall be utilized.

In the further interest of time, speakers may be asked to limit their comments to new materials and not repeat what a prior speaker has said.

Organized groups may choose a single spokesperson who may speak on behalf of the group. Speakers shall not concede any part of their allotted time to another speaker.

Further time limits may be enforced for public comments per speaker or in total for the orderly conduct of the meeting and such time limits shall be fairly applied.



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TIPS FOR SPEAKING BEFORE THE CPOST COMMISSION

Commission meeting agendas are often full with complex policy decisions. You should be prepared to speak within the time frame provided, however, agenda items may be taken out of order to accommodate other speakers or quorum issues or discussions can become involved and take longer than anticipated. As such, prepared to be at the meeting for at least one to two hours.

A podium or table is typically provided for a speaker to comfortably address the Commission. Please, clearly state your name for the record, and the item you are presenting.

Provide overview information at a fairly high level. Any important details should be included in order to provide sufficient information for the Commission to make a decision or take action regarding the matter. Be clear and concise about the action you are seeking from the Commission and the intended outcome of the proposed action. Use clear and simple visuals as appropriate.

SUBMISSION OF MATERIAL

Members of the public wishing to provide documents to the Commission shall provide copies to all Commissioners.

Written material for an agenda item must be submitted to CPOST Staff by email at CPOST.Mailbox@cdcr.ca.gov at least two weeks prior to the meeting.

ACCOMODATIONS

Please contact CPOST Staff at (916) 255-1089 or email CPOST.Mailbox@cdcr.ca.gov to request written material regarding an agenda item or to request special accommodations for persons with disabilities or Non-English language translations.

Any person with a disability who wishes to request auxiliary aids or services to participate in the meeting of the Commission on Correctional Peace Officer Standards and Training should contact CPOST staff not later than five (5) business days before the noticed meeting day.

CONTACT CPOST

Main Line
(916) 255-1089

Email
CPOST.Mailbox@cdcr.ca.gov



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COMMISSION MEETINGS

REQUEST TO SPEAK

Except for your name, the information requested below is voluntary and used by staff to contact you if necessary. When you request to speak before the Commission, your name is included in the Official Minutes. This form is subject to disclosure under the California Public Records Request Act.

Full Name: _____

Street Address: _____ City: _____ Zip Code: _____

Email Address: _____

Organization/Business Name: _____

Matters on the Agenda

Agenda Item No: _____

Subject: _____

In Favor

Oppose

Matters **NOT** Listed on the Agenda

Subject:

Notice to Lobbyist

In compliance with City Code Section 2.15.150 you **MUST** identify yourself as a lobbyist and also verbally identify the client(s), business or organization you are representing.

I am a: Registered Lobbyist Unregistered Lobbyist

I represent : _____