



STATE OF WASHINGTON

## STATE BUILDING CODE COUNCIL

1500 Jefferson Street SE • P.O. Box 41449 • Olympia, Washington 98504

(360) 407-9277 • e-mail [sbcc@des.wa.gov](mailto:sbcc@des.wa.gov) • [www.sbcc.wa.gov](http://www.sbcc.wa.gov)

### Public Testimony Guidelines

#### Who can testify?

Public testimony will be received from all individuals having an interest in, or desiring to be heard upon, any matter which is the subject of a specific public hearing during such public hearing.

#### Do I need to sign up?

Any person wishing to address the Council on a public hearing item must sign up on the appropriate form(s) for the agenda item(s). Those wishing to provide virtual testimony must sign up a minimum of 30 minutes prior to the scheduled hearing start time.

#### What information should I give?

When speaking or testifying before the Council, please start by stating your name and affiliation for the record, and whether you are speaking on your behalf or your organization. Written testimony must also include this information and must be signed. The signature may be omitted from e-mail transmissions, but such transmissions shall state the author's full name. State your position on the issue (support, oppose, concerns).

#### How much time do I get?

Each speaker shall be limited to five minutes, or the Hearing Officer may set further limitations depending on the time allotted to the hearing. When it is your turn to testify, and you are virtual, technical difficulties encountered will count towards your time allotment.

#### Are rebuttal comments allowed?

No, rebuttal comments will not be allowed at oral testimony. You may submit written testimony, by the stated deadline, rebutting comments made at a public hearing.

#### What about written testimony?

All written testimony must be addressed to the Council Chair and

- 1) Sent to the Council email box at [sbcc@des.wa.gov](mailto:sbcc@des.wa.gov); or
- 2) Mailed to the State Building Code Council, PO Box 41449, Olympia WA 98504-1449; or
- 3) Hand delivered to staff at a public hearing (whenever possible, please provide 20 sets of collated copies of written or graphic material for distribution to the Council and staff).

Exhibits, letters, petitions, and other documents presented as noted above become part of the record of the public hearing.

Any testimony or correspondence sent directly to council members **will not be accepted** as public testimony. Written testimony must be submitted by 5:00 p.m. on the day of the Public Hearing.

## **Should I provide my testimony via Zoom?**

The State Building Code Council is conducting hybrid meetings. You can testify in person, or via Zoom or phone.

## **Who is testifying first – everybody attending in person or the Zoom attendees?**

There will not be any privilege. The testimony will be provided on the “first come first serve” basis, based on the time the sign-up sheet was submitted. Priority will be given to State legislators only.

## **What should I do if I am unable to find my Zoom link after I register to testify?**

- Go to sbcc.wa.gov and look at the Upcoming Meetings column. Select the appropriate Public Hearing date and click on the link. From there you will be able to click on the URL for the Zoom meeting.
- Check your spam, junk, or other folders that the Zoom link email (GovDelivery notice from WA State Building Code Council) may have been filtered into.
- Check with your IT Administrator if any security settings might be blocking the Zoom initiation.
- As a reminder, testimony registration will close 30 minutes before the start time of the hearing. Anyone who does not register before this deadline will be unable to testify before the Council.

## **How early can I connect to the Zoom meeting before the meeting begins?**

You can connect to Zoom at any time; however, you will not be permitted in the meeting itself until committee and technical staff admit you. This typically happens 5 minutes prior to the start of the meeting.

## **What should I do if I am called up to speak and my microphone is not muted, but it does not appear that anyone can hear me?**

First, check your audio settings. To do so, click the upward arrow (^) next to Audio Settings and verify that the microphone is set to the device or headset you are using.

## **My internet connection is unstable. What is my best option to testify?**

If your internet connection is unstable and you frequently have bandwidth issues, we recommend that you use your phone to call into the meeting to testify. See the instructions above in Section 3 for information on how to testify in the meeting by phone.

For more information about using Zoom, visit: <https://support.zoom.us/articles/206175806-Top-Questions>

## **Things to keep in mind.**

- All testimony should be brief, concise, and honest.
- Speakers should address their comments to matters pertinent to the code proposals or subject matter at hand.
- Avoid reading lengthy written testimony; instead, orally highlight important points in the written report.
- If others are offering similar testimony, try to coordinate information to avoid repetition. Simply stating agreement with the points raised by prior speakers will help move the hearing along so that all who wish to speak will have the opportunity to do so within a reasonable time. Large groups whose members wish to speak are encouraged to designate a spokesperson.
- There will be no questions and comments by Council members.
- If you must give a personal opinion, make sure that the Council understands that you are not speaking for an organization, but for yourself.
- If proposing a modification of the material being discussed, please be prepared to follow up with comments in writing.

## **What is not allowed?**

- No disruption of the orderly conduct of the public hearing will be tolerated.
- The speakers and audience shall refrain from abusive or profane remarks, disruptive outbursts, applause, protests, engaging in disruptive conversation, speaking out of turn, preventing, or attempting to prevent others who have the floor from speaking, or other conduct which disrupts or interferes with the orderly conduct of the hearing.
- Personal attacks on the Council members, staff, or members of the public are out of order.
- It is not appropriate in the public hearing for a speaker to debate a matter under consideration with other speakers, the audience, or members of the Council.
- Engaging in such conduct and failing to cease upon request will be grounds for ending a speaker's time at the podium or for removal of any disruptive person from the meeting room.