Washington State Building Code Council

Public Testimony Rules of Conduct

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 may sign up on the appropriate form(s) for the agenda item(s). Registering for testimony is not required. Those who registered will be called before the floor is opened to those who did not sign up.

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. State your position on the issue (support, oppose, concerns).

How much time do I get?

Each speaker shall be limited to three minutes, or the Hearing Officer may set further limitations depending on the time allotted to the hearing.

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; or
2) Mailed to the State Building Code Council, PO Box 41449, Olympia WA 98504-1449

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 June 12, 2026, 11:59 p.m.

How do I find the 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 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 called to testify after all registered participants have been called.

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

You can connect to Zoom at any time; however, Staff will not start the meeting until 9:45.

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. The Hearing Officer may allow others to proceed and come back to your name and allow full time for your comments.

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.

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 and supply staff with the written testimony.
- 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 depicting specific changes.

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.