

**MICHIGAN WILDLIFE COUNCIL**  
***PUBLIC APPEARANCE GUIDELINES***

1. During the Michigan Wildlife Council (MWC) meetings, time will be allocated to allow for public appearances. Public appearances will occur near the end of the scheduled meeting. It will be noted on the agenda in advance of the meeting if there is a known deviation of when public appearances will occur.
2. Persons addressing the MWC will be requested to provide their name, address, the organization (if any) to which they belong, and the issue they wish to address. In those instances in which a person is representing an organization, the presenter should indicate whether the presentation represents the official views of the group.
3. All persons wishing to address the MWC must declare their intent by completing a public appearance card prior to or during the Public Appearances portion of the meeting, unless they have already contacted the MWC assistant and their names appear on the agenda.
4. The Public Appearances segment of the meeting will last until closed by the chair.
5. Persons wishing to address the MWC will be limited to a presentation of no more than three (3) minutes. Extensions shall be at the discretion of the MWC chairperson. In instances where there are several speakers on the same topic, the chairperson is authorized to request that the group appoint a representative to address the council on the group's behalf. If a spokesperson is designated, that individual will be granted five (5) minutes.
  - a. A group of persons speaking on a common subject are encouraged to choose a spokesperson for their group.
  - b. Persons speaking on a common subject may be scheduled and grouped without regard to the order in which requests were received.
  - c. A substitute for the person making the original request shall be heard at the discretion of the chairperson.
  - e. The MWC will make every attempt to accommodate all individuals who wish to speak and may set timeframes different from those referenced above in order to encourage and allow maximum public input.
6. All persons wishing to address the MWC should provide ten (10) copies of written comments (if possible) to the MWC assistant for distribution, either prior to or during the meeting. This will allow the presenter to include detail and background not possible within the allowed timeframe scheduled for oral presentation. These written comments will become part of the formal MWC record. All documents distributed at the meeting will be considered public documents. It is the responsibility of the presenter to make sure all statements made are accurate and fact-based. Any presentations involving the use of video tape or audio tape must be previewed, and a recommendation to approve or not approve will be made to the MWC by the assistant or his/her designee prior to the beginning of the meeting.
7. The MWC, at its discretion, may or may not hear matters relative to litigation. The MWC will not comment or question presentations made relative to matters that are in litigation.