



# Washington State Gambling Commission

Protect the Public by Ensuring that Gambling is Legal and Honest

## Commission Meeting Public Comment Guidelines

The Washington State Gambling Commission (WSGC) holds regular meetings each month except for June and December. Additional special meetings may be scheduled as needed. These meetings are open to the public both in-person and through Teams, may be live-streamed via TVW and are recorded. Agendas, meeting materials, and audio/video links to access the meeting are posted at least 24 hours in advance of each meeting and may be updated as appropriate.

WSGC encourages public participation by providing opportunities to provide public comment specific to particular items on the meeting agenda. Comments may be provided in-person, virtually, or by submitting written comments electronically prior to the Commission meeting. At times, due to time constraints and/or overwhelming public response, the Commission may be unable to hear from every person who has signed up to provide public comment. In those cases, the Commission will specify an extended deadline for people to submit written comments for consideration.

Commissioners will not respond to questions or engage in dialogue with those providing public comment other than to ask questions or seek clarification as needed.

- Those wishing to provide **in-person** comment must sign up onsite within 15 minutes of the start of the meeting on the designated roster provided and indicate which agenda item you wish to speak to.
- To sign up to provide public comment **virtually via Teams**, please email [askus@wsgc.wa.gov](mailto:askus@wsgc.wa.gov) by 5:00 PM PST the day prior to the Commission meeting and indicate which agenda item you wish to speak to.
- To provide **written** comments, please send via email to [askus@wsgc.wa.gov](mailto:askus@wsgc.wa.gov) no later than 5:00 PM PST the day prior to the Commission meeting and note which agenda item you are referencing.
- The “Chat Function” feature will be disabled for all Commission meetings.
- The Commission cannot guarantee that it can distribute documents or visual aids submitted by in-person or virtual Teams commentors at the meeting. If you are providing an in-person or virtual comment and have a document you would like the Commission to consider, please submit it as a written comment by 5:00PM PST the day prior to the Commission meeting. (See Regarding Written Comments below.)



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## Regarding In-Person or Virtual Public Comments:

- Unless otherwise noted by the Chair at the beginning of the Commission meeting, public comment will be limited to two minutes for each participant that has signed up to do so.
- Those providing public comment **in-person** will approach the microphone/podium to do so once called by the Chair. A failure to remain at the microphone/podium may mean that comments may not be audible to Commissioners, meeting attendees and/or recorded.
- Those providing comments **virtually** will be identified and recognized by the first and last name provided prior to the meeting, and their microphone will be unmuted.
- Once called upon, state your first and last name for the record and indicate whether you are representing yourself or a group or organization.
- Time cannot be transferred from one speaker to another.

## Regarding Written Comments:

- Please reference the specific agenda item when submitting written comments.
- Written comments must be received by 5:00 PM PST the day prior to the Commission meeting for Commissioners to have time to review them prior to the meeting. Any written public comment received after that time will be distributed to the Commissioners on the next regular business day following the adjournment of the meeting.
- The Commission may establish alternative public comment deadlines for specific agenda items and/or meetings as necessary.
- Written comments shall be submitted electronically to [askus@wsgc.wa.gov](mailto:askus@wsgc.wa.gov).

*It should be noted that times listed for agenda items are estimates only, and agenda items may be taken out of order.*