

Texas Lottery Commission Guidelines on Public Participation in Open Meetings

There are several opportunities for persons to speak before the Texas Lottery Commission during the Commission meetings.

Posted Agenda Items - Any person may sign up to speak on a posted agenda item. Persons wishing to speak must register on a form provided by the Commission, identify the agenda item(s) about which they wish to speak, and submit the form to the General Counsel prior to the convening of the meeting. A person may not verbally request the opportunity to comment or provide information at that open meeting unless requested to do so by the Commission.

Open Comment Period - At the end of the agenda of each regular Commission meeting, the Commission will have an open comment period during which speakers may address the Commission on any subject under the jurisdiction of the Commission. However, Commission discussion of any subject that has not been included in the notice for the meeting and included on the agenda must be limited to a proposal to place the subject on the agenda for a future meeting. Speakers must register on a form provided by the Commission and must submit the form to the General Counsel prior to the convening of the meeting.

Time Limits on Comment - Generally, for posted agenda items or during the open comment period, speakers are allowed five minutes each for comments. The Commission Chairman may limit or extend that period. The Chairman may also consider the redundancy of comments regarding a particular item and limit comments in that regard as well.

Written Comment – The Commission encourages persons to submit written comment in lieu of oral comment, in instances where it is more efficient and practical to do so.

Special Equipment or Assistance - In order to ensure that persons needing special equipment or assistance are provided with such equipment or assistance, persons who have such a request should contact the Executive Assistant to the General Counsel at least 48 hours prior to the start of the open meeting. Failure to make such a request will not preclude a person from providing comment or oral argument. A special request may include items such as:

- a. presentation of video or audio recordings;
- b. use of audio or visual aids; and/or
- c. interpreters or other auxiliary aids, including accommodations for the disabled