

MARYLAND COMMISSION ON CORRECTIONAL STANDARDS

PUBLIC COMMISSION MEETING GUIDELINES

The Maryland Commission on Correctional Standards (MCCS) Commission Meetings are held at various correctional facilities throughout the state, unless otherwise noted. During the State of Maryland's COVID-19 operational status, remote Commission Meetings may be conducted, in lieu of a formal in-person meeting. Minutes of past meetings are available upon request, in accordance with the Freedom of Information Act. The public is invited to attend meetings, with the exception of the designated closed session(s) of the meeting. The Commission Meeting schedule is provided on the MCCS webpage, <http://dpscs.maryland.gov/agencies/mccs.shtml>. The MCCS reserves the right to reschedule meetings, as needed

REGULAR PUBLIC MEETINGS

The Commission Meetings occur on the last Thursday of every other month, unless otherwise noted, and **start at 10:00 a.m.** The meeting agenda is posted on the MCCS webpage, <http://dpscs.maryland.gov/agencies/mccs.shtml>, no later than 24 hours preceding the scheduled meeting date. The public can be present or provide a statement at the scheduled Commission Meeting, in accordance with the process outlined below:

- Requests to attend a Commission Meeting may be submitted no later than the 2nd Thursday of the month of the scheduled meeting by contacting the MCCS office, with information provided in these guidelines, between 9:00 a.m.-4:00 p.m., Monday-Friday.
- Persons, from the public, who wish to speak **MUST** submit a request and include the following information in an e-mail (dldpscs-mccs_dpscs@maryland.gov) to MCCS or they may void their opportunity to speak:
 - Name;
 - Address;
 - Email address
 - Telephone number (if applicable);
 - Agenda topic about which the registrant wishes to speak; and
 - If a group, all persons attending with the group must provide the above information.
- Once MCCS has received your request, you will be sent a Google Meets link if the meeting is held remotely. If the meeting is being held at a facility, you will be sent the address of the facility and the security clearance screening guidelines.
- All public statements or comments should address agenda item(s).

MARYLAND COMMISSION ON CORRECTIONAL STANDARDS

- No speaker may use the opportunity of the public comment period to air employee grievances, make complaints on behalf of individual inmates, or discuss any matters that might come before the Board for appeal.
- During a remote meeting, the audio should be muted and the attendee must be acknowledged by the Chairperson, before speaking. Additionally, cellphones should be silenced to prevent disruption.
- If attending the meeting, as part of a group, one person of the group must be designated to speak on behalf of the group.
- Individuals who have not contacted MCCA to request attendance, in advance of the scheduled meeting, will not be called for public comment.
- If called upon, each speaker shall be limited to three minutes.
- The Chairperson may rule, "out of order", a speaker's comments which verbally and personally attack any meeting attendee or strays from the agenda item or topic that the speaker was scheduled to address. Comments made after the speaker has ruled, "out of order", will not be included as part of the minutes of the meeting.
- A person attending an open session of the Commission Meeting may not engage in any conduct that disrupts the session or that interferes with the rights of members of the public to attend and observe the session.
- The Commission reserves the right to modify this policy for good cause.
- Requests to attend the Commission Meeting will not be granted after the deadline nor on the day of the meeting.

CLOSED MEETINGS

The Commission Board may convene in a closed session, in accordance with the Maryland Annotated Code, General Provisions Article, § 3-101. Before any closed meeting is convened, the Chairman will publicly identify the section or sections of the Open Meetings Act authorizing the closed meeting.