

## DEPARTMENT OF VETERANS AFFAIRS CHROPRACTIC ADVISORY COMMITTEE

### Public participation

Public attendance at meetings: All meetings of the Committee will be open to the public. Dates and locations of meetings will be announced in the *Federal Register* at least 15 days prior to the meeting. The *Federal Register* notice may request that members of the public who plan to attend contact the office of the Designated Federal Official prior to the meeting in order to facilitate clearance through security if the meeting is to be held in a Federal building. However, no member of the public will be excluded if they have not made prior contact.

Members of the public may only observe the proceedings, except when oral statements are scheduled. Members of the public are not permitted to question Committee members or members of the public who are making oral statements or join in Committee discussions.

Written statements: Any member of public or any organization may file a written statement with the Committee, before or after a meeting. Statements will be accepted via e-mail, fax, United States Postal Service (USPS) delivery, or courier service. Electronic transmission of MS Word documents, sent to the e-mail address of the DFO, is preferred to facilitate posting to the committee internet site. Because paper copies will have to be scanned for posting on the internet, fax transmission of statements is discouraged as reading quality will be poor. **NOTE:** Due to the ongoing process of irradiating all mail sent to Federal buildings in Washington, DC, mail delivery by USPS is delayed. Currently delivery usually occurs within 6-10 days.

All public statements will be provided to all members of the Committee and posted on the Committee internet site. Extra copies of such statements will not be available at meetings. Persons without internet access may obtain copies of documents by contacting the DFO.

Oral statements: The Chair will decide in advance, based on the agenda for the meeting and the time available, if oral statements will be allowed at any given meeting. The *Federal Register* notice for the meeting will provide notice if oral statements will be taken and how long each person may speak. When oral statements are scheduled, the *Federal Register* notice will indicate that persons wishing to make statements will be required to notify the DFO in advance in order to facilitate scheduling. Persons who do not contact the DFO in advance will be allowed to make oral statements only if persons who scheduled in advance do not use all of the allocated time. Persons who wish their complete oral statement to become a part of the Committee records and available to the public on the internet site must submit a written copy of the statement at the time of the meeting. Persons making oral statements are requested to bring 13 copies for

the Committee and an additional 20 copies for other members of the public. In addition, an electronic copy is requested to facilitate posting on the internet site; it may be submitted to the DFO before, at the time of, or within 2 days after the meeting.

Designated Federal Official and Committee Manager:

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