

## **PUBLIC COMMENT PROTOCOL**

Washington Vaccine Association (WVA) is a Washington non-profit company organized in 2010 for the purpose of collecting funds for the State of Washington for the costs of pediatric vaccines purchased by the State but not covered by federal financing, all as set forth in Chapter 70.290 RCW.

WVA Board of Directors meetings and certain WVA committee meetings, such as the Vaccine Committee, are generally open to the public. Subject to available time on the agenda, a portion of such meetings is scheduled for public comment. Meeting dates are posted on the WVA website. Meeting agendas may be changed by the Chair of the meeting at his or her discretion.

WVA values comments by the public about the work of WVA. The following guidelines apply to comment at meetings by the public:

1. Individuals desiring to speak at a meeting should contact WVA at least two business days in advance of the meeting. The name, contact information, and affiliation or representation of any organization should be identified. Please send the notice to [wvameetings@wavaccine.org](mailto:wvameetings@wavaccine.org).
2. Notice of attendance should briefly identify the topic to be discussed by the speaker. The topic should be a matter of public concern relevant to the work of WVA and not purely an individual matter.
3. The public comment period is not an interactive session. Requests for information, response to questions, and similar comments will be responded to by WVA at a later time. Questions for the Board or for its executive staff should be directed to the Executive Director (address below).
4. Each speaker will be permitted to speak for not longer than three minutes.
5. WVA does not guarantee display or distribution of materials at a meeting.
6. The process of public comment shall be overseen by the Chair of the meeting (generally the Board or Committee Chair). The Chair may, in his or her discretion, curtail or lengthen the period for public comment.
7. This Protocol shall be posted on the WVA website and included in public meeting materials.

Public comment may be provided in writing at any time, directed to:

Executive Director  
Re: Public Comment  
PO Box 94002  
Seattle, WA 98124-9402  
[wvameetings@wavaccine.org](mailto:wvameetings@wavaccine.org)