

**Mary Poole**  
*State Director*  
**Patrick Maley**  
*Deputy Director*  
**Rufus Britt**  
*Associate State Director*  
*Operations*  
**Susan Kreh Beck**  
*Associate State Director*  
*Policy*  
**W. Chris Clark**  
*Chief Financial Officer*



**COMMISSION**  
**Gary C. Lemel**  
*Chairman*  
**Barry D. Malphrus**  
*Vice Chairman*  
**Robin B. Blackwood**  
*Secretary*  
**Eddie L. Miller**  
**Stephanie M. Rawlinson**  
**David L. Thomas**

3440 Harden Street Ext (29203)  
PO Box 4706, Columbia, South Carolina 29240  
**803/898-9600**  
**Toll Free: 888/DSN-INFO**  
**Home Page: [www.ddsn.sc.gov](http://www.ddsn.sc.gov)**

Reference Number: 800-08-CP

Title of Document: South Carolina Disabilities and Special Needs  
Commission Meeting - Public Input

Date of Issue: August 20, 2020  
Effective Date: August 20, 2020  
Last Review Date: August 20, 2020  
Date of Last Revision: August 20, 2020 (NEW)

---

## **I. PURPOSE:**

The purpose of this Commission Policy is to define the parameters for the South Carolina Disabilities and Special Needs Commission (Commission) to receive input from the public during meetings of the body.

## **II. GENERAL:**

The Commission is comprised of representatives from each of the seven (7) congressional districts in the state. As the representative for the congressional district, each Commissioner welcomes input from the citizens of their districts. Citizens may readily contact the Commissioner who represents their district by utilizing the contact information available on the SC Department of Disabilities and Special Needs website (<https://ddsn.sc.gov/about-us/commission>). This contact information includes the counties within the congressional district represented by the Commissioner along with his/her name, address, phone and email address. Due to this perpetual access, these are the preferred methods for contacting Commissioners to impart information.

The Commission has no obligation, legal or otherwise, to allow citizens to address the body during Commission meetings. However, as a courtesy and at the discretion of the Commission Chairperson, the meeting agenda may include Public Input. When the meeting agenda includes Public Input, the Commission will allow citizens an opportunity to make the body aware of issues not resolved by staff of the Department or to express a viewpoint concerning Commission business. When Public Input is included as part of the meeting agenda, the total maximum time allowed for the agenda item will not exceed 21 minutes. The Chairperson, at his/her discretion, may disallow Public Input from any citizen at any time including during their presentation. At the discretion of the Commissioners, responses may or may not be provided for the issues or viewpoints expressed. However, during the meeting, the Commission may direct the State Director to respond to the citizen or investigate the issue presented following the meeting.

Meeting agendas for Subcommittees of the Commission will not include Public Input. Citizens may provide input on Subcommittee business in writing. This input must be submitted to the State Director's office no less than five (5) business days prior to the scheduled Subcommittee meeting.

This Policy does not apply to any Public Hearings the Commission may deem necessary.

### **III. Procedure for Citizens to Request to Address the Commission During the Public Input Section of the Commission Meeting Agenda**

1. If a citizen wishes to address the Commission at its regular Commission meeting, the individual must complete the form provided at the sign in desk in front of the Commission meeting room. The form must be submitted at least five (5) minutes prior to the scheduled opening of the meeting at which it is requested to speak. It is within the discretion of the Chair to select who will speak to the Commission in public during Public Input. Therefore, the Chair could reject any individual at any time including in the middle of their speech. Directions are provided on the aforementioned form for virtual meeting public input participation.
2. Citizens will be recognized at the discretion of the Chairperson on a first come, first served basis in the order in which they requested the opportunity.
3. No more than four (4) citizens will be selected to address the Commission during any one meeting.
4. At the appropriate time, the citizen will be recognized at the discretion of the Chairperson and be allocated three (3) minutes to present their issue or viewpoint.
5. If more than four (4) citizens wish to present their issue or viewpoint, the Commission may vote to allow an additional three (3) citizens an allotment of three (3) minutes to speak. The total maximum allotted Public Input Agenda Item time shall not exceed 21 minutes.

#### **IV. Expectations and Requirements for Citizens Addressing the Commission**

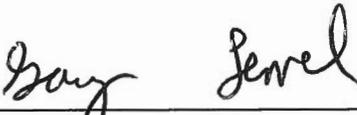
The Commission requests that those addressing the body be prepared for their presentation and be respectful to the body, the staff of the agency and the public. The use of abusive language during the address or the use of the address to wage a personal attack on members of the body, staff of the agency or others will not be allowed. Citizens addressing the Commission are expected to adhere to the time allocated (3 minutes) and relinquish the floor when their time has elapsed.

**Individuals with pending legal matters versus SCDDSN, including administrative appeals, may not address the Commission.**



---

Barry D. Malphrus  
Vice Chairman



---

Gary C. Lemel  
Chairman

Attachment: Request to Address the DSN Commission