

SEBC Public Comment Protocol

The State Employee Benefits Committee (SEBC) is committed to providing an opportunity for public comments on matters brought before the Committee in [SEBC meetings](#). To achieve this objective, the Committee reiterates the following protocols for its public meetings.

Comments on SEBC public meeting matters may be provided verbally by attending the public meeting in person or virtually.

SEBC meetings provide a platform for the State employees, pensioners, and the public to hear the details of the SEBC's duties and authority with regards to administration of State of Delaware employee and retiree benefit coverages.

As detailed in Delaware Code, the SEBC has a statutory responsibility for the employee and retiree health benefits offered to State of Delaware employees and pensioners. Except where it pertains to matters exempted from Delaware's Freedom of Information Act, the SEBC reviews and discusses all business in public meetings. The SEBC votes on any action item identified on the published meeting agenda at the meeting after it is first discussed, not in the same meeting in which the matter was first brought before the SEBC. Votes indicated on the published agenda are taken following the public comment portion of the meeting.

The purpose of the public meetings is to provide opportunity for the public to hear the details of specific matters and provide comments during public session if desired.

Those wishing to offer verbal comments during the SEBC public comment period may pre-register via email to SEBC@delaware.gov no later than 2 hours prior to an SEBC meeting to be added to the list of commenters who will be recognized to speak during the public comment portion of the meeting.

Each commenter is asked to formally identify themselves for the record, and to make their comments as concise as possible.

To treat everyone equally and impartially at all SEBC public meetings, each person will be allotted a maximum of three minutes to comment.

The comment time limit will be strictly enforced to ensure that everyone is treated equally, and that all who want to comment have an opportunity to do so. To help speakers time their comments, a visual timer will be displayed.

Commenters will be recognized by the SEBC administrative staff in a commenting order based on their pre-registration. After those who pre-registered have provided comment, SEBC administrative staff will offer the opportunity for others participating either virtually or in-person to provide comment. When called on, the commenter will be taken off mute for three minutes. At the end of that time period, the system will automatically place them back on mute for the remainder of the meeting.

There will be no yielding of time from one person to another, to provide fairness and equality for each person wishing to offer comment.

A registered commenter may read into the SEBC record the comments of another person, provided that they fully identify that person. The three-minute time limit applies to the person speaking on another's behalf. No one will be granted three minutes to provide their comments *in addition to* the three minutes they are given to provide someone else's comments.

There will be no "Question and Answer" sessions involving SEBC members, staff, commenters, or any others during SEBC public comment. SEBC public meetings are formal platforms to offer comment specifically related to the subject matter of that meeting, ultimately for the SEBC's consideration prior to making a final decision.

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