California Air Resources Board

Procedures for Ceding Time During Public Comment Period

The California Air Resources Board (CARB or Board) will hear public comment for each item on the agenda. The Chair understands not everyone is comfortable speaking in public yet has comments they wish to be heard. Therefore, the Chair or their designee will accommodate, when possible, an individual’s ability to cede (give up) their time to another individual speaker, under the guidelines stated below.

The following cede-time guidelines apply to all members of the public who wish to address the Board during the comment period of each agenda item or during the open-comment session held at the end of each Board meeting.

These procedures are intended to help sustain the flow of the Board meetings to ensure each member of the public has a fair opportunity to speak. The Chair may modify these rules as necessary to ensure a smooth flow of the meeting.

Cede-Time Guidelines

• What does it mean for an individual to cede their speaking time?
  o If an individual would like to participate in the public comments however does not want to personally address the board, they may cede or give their time to another individual speaker.
  o The individual speaking would have their own speaking time in addition to the speaking time for the person not wanting to personally address the board, up to the maximum speaking time allowed as described in the next section.
  o An individual speaker may speak once per public agenda item including representing themselves with a group.

• How many members of the public may cede their time, and how is the time calculated?
  o There is no limit to the number of people who want to be recognized as supporting a group public comment; however, there is a limit to the total minutes one group may speak for each public comment agenda item.
  o Each person may be recognized once per public comment agenda item either as an individual speaker or in a group represented by one speaker.
  o When calculating speaking time for groups of 5 or more there is a maximum public speaking time allowed, regardless of the size of the group, of four (4) times the minutes allocated per speaker.
Calculating speaking time for groups of 2 people, groups of 3 people, and groups of 4 people are:

- Two (2) times the individual speaking time for a group of 2 people
- Three (3) times the individual speaking time for a group of 3 people
- Four (4) times the individual speaking time for a group of 4 people

- On the following page, see the **Cede-Time Table** for clarification.
- The Chair or their designee will announce the minutes allowed for each individual speaker (up to 3 minutes each) per public comment agenda item. This will serve as the minutes times the multiplier of 2 or 3 or 4 times for the speaking group, as outlined above. The maximum speaking time for a group of 5 or more people is 4 times, the same as a group of 4.

- At the discretion of the Chair or their designee, speaking time may vary from agenda item to agenda item to preserve the flow of the Board meeting.
- Speakers who need their comments translated to English will be allowed more time for translation.

- **How do groups sign up to cede their time?**
  - Each member of the group is required to fill out a request-to-speak card and designate at the top of the card if they are ceding their time and to whom. All cards must be **turned in as a group** to the Clerk of the Board or a Board Assistant **prior** to the commencement of the agenda item.
  - All individuals of the cede-time group must be present to fill out the cards and accompany their group representative to the podium to speak in order for the speaker to receive the full ceded time.
  - In the event that the speakers require an interpreter, the time allowed for testimony will be doubled.

*See next page for Cede-Time Table...*
**Cede-Time Table**

Please use the table below for clarification. The time given to each individual per topic is at the Chair’s discretion. The table below is an example of how speaking time is multiplied by the number of people in a speaking group represented by one speaker.

<table>
<thead>
<tr>
<th>Cede Time Groups</th>
<th>Time allowed*</th>
<th>Time allowed*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3 minutes per individual</td>
<td>2 minutes per individual</td>
</tr>
<tr>
<td>1 – individual speaker</td>
<td>3 minutes</td>
<td>2 minutes</td>
</tr>
<tr>
<td>2 – one person ceded their time to one representative</td>
<td>6 minutes</td>
<td>4 minutes</td>
</tr>
<tr>
<td>3 – two people ceded their time to one representative</td>
<td>9 minutes</td>
<td>6 minutes</td>
</tr>
<tr>
<td>4 or more—three or more people ceded their time to one representative</td>
<td>12 minutes</td>
<td>8 minutes</td>
</tr>
</tbody>
</table>

*The time allowed for testimony for individual presenters will be announced by the Chair at the hearing.*
REQUEST TO SPEAK NEUTRAL

SPEAKER INFORMATION (OPTIONAL)

Name: Bob Smith (speaker)
Address: 1234 X Street
City/State/Zip: Sacramento, CA 95814
Representing: Organization X
Email Address: example@email.com

To be notified of additional information or changes to this item, please provide contact information (email strongly preferred).

WRITTEN COMMENTS (if applicable, check one)

☐ I am submitting written comments today (see attached)
☐ I previously submitted written comments to the Board Meeting dockets.

INFORMATION

• If possible, please attach a business card.
• All individual speakers and organized presentations are subject to time limits imposed at the discretion of the chair.
• Persons desiring to address the Board must complete and deliver a speaker card to the Clerk of the Board prior to the commencement of the Board item.
• Information provided on this card could be produced in response to a Public Records Act Request.
• Please line up in order of the witness list that will be projected during the public testimony for this item.

REQUEST TO SPEAK NEUTRAL

SPEAKER INFORMATION (OPTIONAL)

Name: Jane Williams
Address: 1234 Example Street
City/State/Zip: Sacramento, CA 95814
Representing: Organization X
Email Address: example@email.edu

To be notified of additional information or changes to this item, please provide contact information (email strongly preferred).

WRITTEN COMMENTS (if applicable, check one)

☐ I am submitting written comments today (see attached)
☐ I previously submitted written comments to the Board Meeting dockets.

INFORMATION

• If possible, please attach a business card.
• All individual speakers and organized presentations are subject to time limits imposed at the discretion of the chair.
• Persons desiring to address the Board must complete and deliver a speaker card to the Clerk of the Board prior to the commencement of the Board item.
• Information provided on this card could be produced in response to a Public Records Act Request.
• Please line up in order of the witness list that will be projected during the public testimony for this item.

REQUEST TO SPEAK NEUTRAL

SPEAKER INFORMATION (OPTIONAL)

Name: Sam Thompson
Address: 1234 Example Street
City/State/Zip: Sacramento, CA 95814
Representing: Organization X
Email Address: example@email.org

To be notified of additional information or changes to this item, please provide contact information (email strongly preferred).

WRITTEN COMMENTS (if applicable, check one)

☐ I am submitting written comments today (see attached)
☐ I previously submitted written comments to the Board Meeting dockets.

INFORMATION

• If possible, please attach a business card.
• All individual speakers and organized presentations are subject to time limits imposed at the discretion of the chair.
• Persons desiring to address the Board must complete and deliver a speaker card to the Clerk of the Board prior to the commencement of the Board item.
• Information provided on this card could be produced in response to a Public Records Act Request.
• Please line up in order of the witness list that will be projected during the public testimony for this item.

REQUEST TO SPEAK NEUTRAL

SPEAKER INFORMATION (OPTIONAL)

Name: Mike Jones
Address: 1234 Example Street
City/State/Zip: Sacramento, CA 95814
Representing: Organization X
Email Address: example@email.net

To be notified of additional information or changes to this item, please provide contact information (email strongly preferred).

WRITTEN COMMENTS (if applicable, check one)

☐ I am submitting written comments today (see attached)
☐ I previously submitted written comments to the Board Meeting dockets.

INFORMATION

• If possible, please attach a business card.
• All individual speakers and organized presentations are subject to time limits imposed at the discretion of the chair.
• Persons desiring to address the Board must complete and deliver a speaker card to the Clerk of the Board prior to the commencement of the Board item.
• Information provided on this card could be produced in response to a Public Records Act Request.
• Please line up in order of the witness list that will be projected during the public testimony for this item.