



<b>Section:</b>	2. Meetings
<b>Subpart:</b>	2.4. Management
<b>Policy No.:</b>	2.4.5.
<b>Title:</b>	Written Testimony
<b>Effective:</b>	January 2008
<b>Revised:</b>	January 2022

## Written Testimony

**Purpose:** To create a consistent method of making written testimony a part of the permanent record.

**Background:** Stakeholders have the option of providing written testimony, either from the floor during open hearings, or through correspondence with the committee prior to an Interim or Annual Meeting. Information received by committees in this manner can have a profound effect on the decisions the committee makes regarding specific items on their agendas, yet the general membership has not always had the opportunity to receive the information and gain the same level of insight.

**Policy:**

1. The person or office that receives supporting documents will forward them electronically as needed to ensure receipt by NCWM, and the standing committees. NCWM will not maintain hard copies.
2. Upon receipt, NCWM will send an email to the submitter explaining:
  - a. NCWM, its committees, and the NIST Technical Advisors have received (list documents)
  - b. NCWM has posted the documents on our website at (provide a link)
  - c. Stakeholders will be notified to check the website for supporting documents.
  - d. NCWM will not publish the supporting documents in *NCWM Publication 15* or *16*, but the committee may choose to include them in its report as deemed necessary or appropriate.
  - e. NCWM will not distribute printed copies of the documents at the meeting.
  - f. The submitter is welcome to bring and make available hard copies for attendees of the meeting.
3. The following statement (or a variation of it) will appear in the front of *Publications 15* and *16*, at the end of each agenda item.

*Additional letters, presentations, and data may have been part of the Committee's consideration. Please refer to [link name] to review these documents.*

4. NCWM will archive documents and will provide them on request.