



Virginia Association for Behavior Analysis

A STATE CHAPTER OF THE ASSOCIATION FOR BEHAVIOR ANALYSIS INTERNATIONAL

www.virginiaaba.org

Virginia Association for Behavior Analysis Policy for Member Comment

The Virginia Association for Behavior Analysis (VirginiaABA or VABA) invites comment from our Members at regular board meetings or through other means as determined by the Executive Board of Directors.

How to make comment:

- Fill out this form: <https://form.jotform.com/221075170849053>
- If you would like to attend a regular board meeting and make your comment face-to-face (virtually through Zoom), comments are limited to 3 minutes or less based on the number of comments received for that meeting. The commenter must register by filling out the above form and checking the box noting that they want to attend a meeting. Comments will only be heard in the first 15 minutes of the meeting. When received and processed, upcoming meeting dates will be sent. When the commenter chooses a date, a link will be sent to attend the meeting virtually.
- If you would like to submit written only comment, check the box on the form and provide your comment.

What happens when comment is received:

- An acknowledgement of receipt will be sent to the commenter
- The comment will be sent to the Executive Board
- If appropriate, the comment will be assigned to a committee to address
- If appropriate, the board will discuss the comment in the remainder of the meeting
- The Executive Board reserves the right to not respond to the comment beyond the acknowledgement

Amanda Randall, *President*; Byron Wine, *President-Elect*
Shantel Pugliese, *Secretary*; Jennifer Wade, *Treasurer*
Ting Bentley, Tiffanie Johnson, Elizabeth Matthews, Kitti Robinson, *Members at Large*
Maura Turner, *Student Member Rep.*



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Following is VABA's Public Comment Policy

Effective Date: June 14, 2022

The Virginia Association for Behavior Analysis (VABA or VirginiaABA) values the opinions of its members. VABA accepts comment from current Members in written format and face-to-face during the first fifteen minutes of a regular board meeting (not including the annual meeting). Comments made through the comment form are included with our annual survey of members as well as attendee evaluations of events and used when developing the strategic plan for the association.

Public Comment Guidelines:

1. VABA shall allot a maximum of 15 minutes at the beginning of each regular board meeting (with the exception of the annual meeting at the conference) for comment.
2. Commenters must be a current member to provide face-to-face comment.
3. A virtual platform will be set up specifically for this purpose regardless of whether the meeting is in-person or virtual.
4. Each commenter will be allotted no more than 3 minutes per meeting. The time may be decreased by the President if there are more than 5 comments assigned to the meeting.
5. The Administrative Director will provide a verbal prompt when 30 seconds of the allotted time remains, and will verbally signal the end of the individual comment time.
6. Members who make face-to-face comments are encouraged to provide a written copy of their comment as follow up to admin@virginiaba.org.
7. Written comment may also be mailed to Virginia Association for Behavior Analysis, P.O. Box 27692, Richmond, VA 23261.
8. There will be no questions or responses from the Executive Board regarding the comment during the public comment time.
9. VABA reserves the right to not formally respond to the comment, however, it may be referred to a committee or the Executive Board for response at the discretion of the President.
10. An acknowledgement of receipt will be sent to the commenter when the comment has been processed.

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