



PENNSYLVANIA GAMING CONTROL BOARD  
HARRISBURG, PENNSYLVANIA  
17106-9060

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**Code of Conduct for Public Input**

The Gaming Control Board conducts public input hearings for the purpose of hearing the views and opinions of citizens, community groups and organizations and public officials relative to the approving and renewing of slot machine/casino licenses as well as the approval of structural designs of certain licensed facilities. In order to efficiently and effectively collect the public input, the Board publishes the following Code of Conduct to establish the expectations of Public Input in order to render the process meaningful for all participants.

1. All persons wishing to address the Board during a Public Input Hearing shall register in advance. The registration form and verification must be filled out completely and received by the Board no later than the previous day prior to the start of the meeting. Forms must be submitted via the Board website. Incomplete forms will not be accepted. A copy of any supporting materials/exhibits that a speaker desires to present to the Board must be provided to the Board with the registration forms. Materials submitted during the hearing will become the property of the Pennsylvania Gaming Control Board ("PGCB") and shall not be returned.
2. All registered speakers will be permitted five (5) minutes to address the Board.
3. The presiding officer will announce the order of the speakers at the appropriate time. When called to speak before the Board, please step to the podium and clearly state your name and address for the record. No speaker will be permitted to cede time to another speaker. The presiding officer will notify the speaker when his or her allotted time has elapsed and the speaker shall promptly conclude his or her testimony. Speakers who have written remarks or testimony should provide a copy of the written remarks to the Board at the conclusion of the presentation.

4. Speaker comments may not contain obscenity, commercial advertising, defamation or slander. Speakers may also not engage in disrespectful or disorderly language or conduct. Permission to speak may also be denied or terminated if any remarks are disrespectful or antagonistic to the Board, any person in attendance, or any person or entity applying for licensure with the PGCB.
5. A group of individuals may designate a single individual to speak on behalf of his/her group, company or other affiliation. In such a case, the group of individuals represented may stand in proximity to the speaker to demonstrate the number of persons involved.
6. In the event that a speaker fails to comply with the above provision (4), the presiding officer shall have the following authority:
  - (a) call the speaker to order if the statement is too lengthy, or is abusive, obscene, or otherwise inappropriate;
  - (b) request that the speaker leave the hearing if he or she refuses to come to order;
  - (c) request the assistance of security or law enforcement to remove a disorderly speaker who has previously been asked to leave and refuses the request.
7. Written comments will also be received by the Board. Any written comments shall be received prior to the Public Input Hearing by a date and time prescribed in the Board's announcement of the hearing and shall not contain obscenity, commercial advertising, defamation or slander. Comments may be submitted via the Board's website or mailed, emailed or faxed to the following:

PA Gaming Control Board  
Attention: Board Clerk  
P.O. Box 69060  
Harrisburg, PA 17106-9060  
Email: [boardclerk@pa.gov](mailto:boardclerk@pa.gov)  
Fax: 717-265-7416

**\* Please note that all comments presented during this forum will be recorded and shall become part of the evidentiary record that will be considered by the Board.**