



## COMMISSION ON ACCREDITATION FOR RESPIRATORY CARE OPEN HEARING GUIDELINES

The purpose of this open hearing is to provide CoARC's communities of interest with an opportunity to comment on the proposed document.

The CoARC President is responsible for:

- Calling the hearing to order
- Introducing herself and other CoARC members and staff present
- Explaining the purpose of the open hearing
- Providing brief background information on the proposed revision
- Explaining the ground rules for the hearing
- Listening to comments and maintaining the order and flow of the hearing
- Concluding the hearing

The goal of an open hearing is to hear as many varied points of view on the proposed change as possible in an orderly fashion. The following ground rules facilitate achieving this goal:

1. Individuals who wish to provide comments must:

- Wait to be recognized by the President.
- Identify themselves by giving their name, city, state, and educational institution, if applicable.
- Be as concise as possible and avoid repeating points already made by previous speakers.

2. The President may ask an individual who is speaking against the proposed revision whether he/she has a specific suggestion for revision. This can help to clarify the speaker's objection more precisely and to bring the comments to closure.

3. In fairness to other attendees who may wish to speak, the President shall direct individuals who have had ample opportunity to express their opinions to conclude their remarks.

4. Based on the number of attendees wishing to comment, the President will determine the allotted time for each attendee. When not speaking, the attendee will be muted.

5. Similarly, open hearing attendees shall refrain from engaging in unprofessional behavior. If such a situation develops, the President will remind participants that the CoARC is interested in considering all viewpoints on the issues and that no decision regarding any issue will be determined during the open hearing.

6. Attendees with prepared statements or specific suggestions for language changes will be requested to submit their written comments to the CoARC CEO ([tom@coarc.com](mailto:tom@coarc.com)) by the end of the hearing.

7. At the close of the hearing, the President shall advise attendees when the CoARC will take the final action on the proposed change.