KY BOARD of COSMETOLOGY

Andy Beshear
Governor

Joni Upchurch
Executive Director

Kentucky Board of Cosmetology

BOARD PROCESS (004-2026)
Guest Speakers Before the Board

Title: Guest Speaker Process
Effective Date: November 9, 2026

1. Purpose

The purpose of this Kentucky Board of Cosmetology (KBC) Rule of Process is to establish a consistent and documented rule for conducting any meeting of the KBC Board.

2. Rule of Process

All KBC meetings are held in-person at the offices of KBC, and are made available by Zoom, with links provided via the KBC website prior to the start of each meeting.

All KBC executive sessions are closed proceedings. All guests will be placed in the waiting room until completed.

All guests that wish to attend any open KBC meeting at the offices of KBC will be admitted to the office and provided the opportunity to observe the meeting of the Board with live audio and video of the meeting.

Guest speakers who have been placed on the agenda will be admitted to the Board meeting room to speak in-person subject to health and safety protocols, and subject to the Chair's approval.

All requests to speak at a Board meeting shall be received by KBC in writing, no less than 10 days prior to the requested meeting date.

All requests to speak are submitted to the Executive Director upon receipt. If the speaker's request is timely and approved, the speaker will be placed on the Board's agenda.

Guest speakers may speak for up to three (3) minutes. Any deviations from this time limit will be provided to the speaker prior to the start of his speech. All guest speaker's time is subject to the Chair's discretion.

Guest speakers who appear virtually must remain muted when not speaking. Guest speakers who appear virtually must unmute while speaking, must have their camera on when speaking, and must appear clearly on screen when speaking.

Any and all materials to be distributed to the Board, from guest speaks, Board members, Board staff, or otherwise, must be submitted to Board staff at least 10 days prior to the Board meeting. Materials that have not been submitted to Board staff at least 10 days prior to the Board meeting will only be distributed at the Board meeting at the discretion and by express permission of the Board's Chair.

This Rule of Process was formally adopted at the regular meeting of the Board on the 9th day of November, 2026.