

I. BOARD OF HEALTH PUBLIC COMMENT PROCEDURES

PUBLIC COMMENTS/ ANNOUNCEMENTS: During the course of a regularly scheduled board meeting, the public will be allowed to make general comments, announcements, presentations and brief comments. Speaker cards will be distributed with Board of Health agenda/handouts. **The guidelines for these types of comments are as follows:**

- A. The Chair will open the floor for public comments/announcements.
- B. The speaker will be instructed to approach the podium. The speaker will be asked to give the speaker card to the board recorder.
- C. The Chair will instruct the speaker to limit their comments to 3 minutes. The board recorder will set the timer for 3 minutes.
- D. Speaker will be instructed to return to the audience after completing their comments.

II. BOARD OF HEALTH PUBLIC HEARINGS POLICY AND PROCEDURES

PUBLIC HEARINGS AND PARTICIPATION: In accordance with law and policy, the Board of Health may conduct a Public Hearing on a number of matters and issues. *The hearings will be announced, advertised and held during the morning and evening to allow for public participation.* These Public Hearing rules are intended to ensure that the public has the opportunity to participate fairly in the meeting while promoting the orderly, efficient, and effective flow of the meeting.

Rules for Conducting Public Hearings:

1. The Chair shall announce that the Public Hearing on a matter is now open and should call forth those persons who wish to speak in favor, against, or otherwise on the particular issue. The Chair shall inform the public that all comments by proponents, opponents, or the public shall be made from the podium and that any individual making a comment should first give their name and address. The Chair shall also inform the public that comments will only be received from the podium.
2. Members of the public who wish to speak must complete a speaker card, which must be given to Board of Health recorder prior to the commencement of the public hearing. Members of the public are expected to adhere to the rules of decorum outlined herein and should be informed of such at the beginning of the Public Hearing by the Chair. There should be no vocal or boisterous demonstrations which will disrupt the orderly flow of the meeting. Any person(s) engaging in this type of behavior shall be ruled out of order by the Chair and shall, at the Chair's discretion, be removed by security from the meeting.
3. Time- Proponents and opponents are allowed 3 minutes per side to present data, evidence and opinions. Each side's time period may be divided among multiple speakers in whatever manner desired. Persons given 3 minutes are to speak that one time on whatever the issue(s) may be. Alternately they cannot speak, sit down and get back up and speak on the same issue.
4. Once the Public Hearing has concluded, the Chair shall so announce and the Board of Health shall convene into open Executive Session to make its decisions. (Not all public hearings require the Board of Health to make decisions or vote on the matter being discussed. In this instance the BOH will receive the discussions as information for the public record.)

Public Hearing Process preparation:

- Participants are asked to sign in upon entering the hearing room.
- Speaker cards are distributed to all attendees that desire to make a comment.
- Attendees are instructed to take a seat until the hearing is called to order.

Outline of the Public Hearing order:

- The Chair will call the hearing to order.
- The Board of Health Chair will then announce the topic to be discussed and state that the floor is now open. Attendees wishing to speak will be instructed to approach the podium one by one. Speakers will be advised that comments are limited to 3 minutes and that all comments are being recorded.
- The hearing will last until all speakers have spoken and their comments documented.
- The Chair will announce when the hearing is adjourned.