

## NORTHERN INYO HEALTHCARE DISTRICT PUBLIC COMMENT SESSION GUIDELINES

Meetings of the Board shall be conducted in an orderly manner to ensure the Board may deliberate its business as well as allowing the public to listen and also be heard at appropriate times. The purpose of the meeting is for the Board to conduct its business in public, not to conduct a public meeting. The primary purpose of the oral communications at the Board meetings is to allow citizens the opportunity to communicate formally with the Board as a whole for matters that cannot be handled during the regular working hours of the District.

### THE FOLLOWING PROCEDURES SHALL BE OBSERVED

- Individuals are asked to place their name (unless anonymity is desired) and subject they wish to address on a speaker's sign-in list at least 10 minutes prior to the meeting. At the end of the public comment session, the Presiding Officer will ask if there are any additional individuals who wish to speak. Individuals, who wish to speak but did not sign up by the deadline, will be granted a maximum of one minute to make their comments. The Presiding Officer has the option to allocate an overall time limit for public comment.
- The speakers are to address only topics relevant to NIH Board jurisdiction. The Board will hear comments on action agenda items prior to the Board deliberation of the item. Public comment is encouraged but Board meetings are not forums to debate issues or enter into a question-and-answer session between the public and the Board.
- The speakers are asked to respect the time limit allotted. Each speaker will be given 3 minutes to speak. At the end of the three-minute limit, the timekeeper will announce when the time has expired. Individuals will be asked to end their speech and sit down. The next speaker will then be invited to speak. No person shall address the Board without first being recognized by the Chair.
- Questions may be responded to at the end of a public comment or public comments generally, or may be referred to staff for further response when appropriate.
- Each person who addresses the Board shall not make personal, impertinent, slanderous or profane remarks to any member of the Board, staff or general public. Public oral communications at the Board meeting should not be a substitute for any item that can be handled during the normal working hours of the District.
- Persons are expected to honor business meeting order and decorum. Applause, cheering, jeering, or speech that defames individuals or stymies

or blocks meeting progress will not be allowed and may be cause for removal from the meeting or for the Board to suspend or adjourn the meeting.

- Individuals with a shared position are encouraged to select a spokesperson for their group.
- Each speaker will only be heard once during the public comment session.
- Complaints from any source directed toward the District, or Hospital employees, Board members, consultants or advisors to the District should first be discussed with the Chief Executive Officer or the Board President in an attempt to resolve the issue at that level rather than at public meeting of the Board. Communications regarding personnel issues should be sent in writing to the Board.
- No person in the audience at a Board meeting shall engage in disorderly or boisterous conduct, including the utterance of loud, threatening or abusive language. Any individual, whose action disturbs, disrupts or otherwise impedes the orderly conduct of any board meeting, shall be barred from further audience before the Board during the meeting.
- Members of the public shall have the right to record or video record public Board meetings as long as they do not disrupt the meeting or impede in others ability to hear or see a presentation or speaker.
- Community members presenting highly detailed or complex information are asked to provide a written outline of their comments for the Board members. The written comments are to be given to the Administrative Assistant who will ensure appropriate distribution of the comments after the meeting.

THANKS FOR YOUR FULL COOPERATION