

PUBLIC PARTICIPATION AT BOARD MEETINGS

Policy Code: _____

Foothills Health District Board of Health meetings are conducted for the purpose of carrying on the official business of the Foothills Health District Health Department system. The public is cordially invited to attend board meetings to observe the board as it conducts its official business.

The District Board of Health also wishes to provide a forum for citizens to express interests and concerns related to public health and the District Health department. In order that the board may conduct an orderly meeting while providing an opportunity for input, individuals or groups may be heard by the board in accordance with this policy.

A. REQUESTS TO PLACE ITEM ON THE AGENDA

In order that the board may fairly and adequately discharge its overall responsibility, citizens desiring an item to be placed on the agenda for a specific board meeting should direct written requests to the District Health Director at least two working days prior to the meeting.

The request should include:

1. the name and address of the person or persons making the request;
2. the organization or group, if any, represented; and
3. a brief explanation of the nature of the item. Questions and/or materials to be presented to the board are to be submitted along with the request. Additional items may be added to the agenda by the board on a two-thirds vote of the board members.

The District Health Director shall confer with the chairperson of the board concerning whether to approve placing the requested item on the agenda and to determine the appropriate meeting for such discussion. The District Health Director, with the consent of the board chairperson, will accept or deny a request for inclusion on the agenda for any reason determined appropriate by the District Health Director and chairperson.

The District Health Director shall notify the requesting party of the response to the request. The board may, by majority vote and notwithstanding prior denial by the superintendent, consent to hear a presentation when the appeal to speak is made immediately prior to or during the course of the meeting. The District Health Director shall explain any other processes available for addressing the concerns.

The chairperson shall establish the amount of time for individual or group presentations.

B. PUBLIC COMMENT

At each regularly called board meeting, a part of the scheduled board meeting will be set aside for citizens to address the board through public comment. A sign-up sheet will be available for any individual or group to indicate their desire to address the board. The chairperson will decide the amount of time devoted to public comments. Each person speaking may have the floor for a maximum of 5 minutes unless more time is granted by the Board Chairperson. The District Health Director shall develop additional procedures to ensure that public comment sessions proceed in an efficient and orderly manner.

Board members will not respond to individuals who address the board except to request clarification of points made by the presenter.

Except in cases of emergency, information received during presentations will not be acted upon at the time it is received. It will take unanimous vote of the board members present to take action on a presentation considered to be of an unusual or emergency nature at the time it is presented.

Disruptions by any person or persons of a public meeting will be subject to action in accordance with G.S. 143-318.17.

If the board does not hold a regular meeting during a month, the board will not provide a time for public comment at any other meeting held during that month, unless a majority of the board votes to allow public comment at the meeting or unless the purpose of the meeting is a public hearing.

Legal References: G.S. 143-318.10 and -318.17; Adopted:

