Purpose:

The purpose of this policy is to ensure accurate recording of all remarks made at a Board meeting and to maintain the proper level of decorum during the meeting. The policy applies to all members of the public, including Valleywise Health staff, who wish to address the Board.

The Board of Directors value citizen comments and input, on District business in general, or on any published agenda item. Each meeting is open to the public and there is a “Call to the Public.” An individual may address the Board of Directors at this time or when the agenda item to be addressed is reached.

Policy:

1. Individuals that wish to address the Board on District business in general, or on any published agenda item must complete and submit a signed request to the Clerk. (Attached).

2. Only persons recognized by the Board Chair shall be permitted to address the Board of Directors.

3. All remarks shall be made from the podium or designated location and be addressed to the Board as a body, not to any individual Director.
4. Rudeness, vulgarity or remarks disrespecting the personal dignity of any individual will not be permitted.

5. Pursuant to A.R.S. § 38-431.01(H), the Board of Directors may not discuss items that are not specifically identified on the agenda. Therefore, any action taken as a result of public comment will be limited to directing staff to study the matter, scheduling the matter for further consideration and decision at a later time or add the item to a future agenda.

6. Board members may respond to criticism.

7. No person in the audience shall engage in disorderly conduct such as handclapping, stamping of feet, whistling, using profane language, shouting or other similar demonstrations which may disturb the Board meeting.

8. All members of the public shall, at the request of the Chair, remain silent during a Board meeting. If, after receiving a warning from the Chair, a person persists in disturbing the meeting, the Chair may order that person to leave the meeting. If the person does not remove himself or herself, the Chair may order security to remove the person.

Procedure:

Any individual or group desiring to address the Board at a Board meeting shall comply with the following procedure:

1. The individual or group must complete and submit a signed request to the Clerk (Attached) before the Board Chair makes a Call to Public at the meeting. Any written materials for the Board must be included with the form. The completed form must include:
   a. The name of the individual or representative of the group
   b. Describe, with specificity, the matter to be addressed. If the matter is on the Board’s current agenda, include the agenda item number and description.

2. Individuals comments shall be limited to three (3) minutes. To begin, the individual should state their name and the city in which they reside. If residence is within Maricopa County, the District should also be stated. Speakers should be brief, stay on the subject and present only new information.

3. A maximum of ten (10) minutes will be set aside for each agenda item on which public comment has been requested.

4. Interested parties or their representatives may address the Board by written communications. Written communications shall be delivered to the Clerk.
5. The Board will make reasonable attempts to hear any differing viewpoints.

6. No speaker will be permitted to relinquish her/his time to another person.

7. Speakers comments may not be addressed to staff or other members of the public.

Reference: Board of Directors “Call to the Public” Request to Speak Form and Guidelines
Valleywise Health Policy & Procedure - Approval Sheet
(Before submitting, fill out COMPLETELY.)

POLICY RESPONSIBLE PARTY: Maricopa County Special Health Care District Board of Directors

DEVELOPMENT TEAM(S): Clerk’s Office

Policy #: 99300 G – Conduct

Policy Title: Call to the Public: Addressing the Board at a Meeting

e-Signers: Melanie Talbot, Chief Governance Officer and Clerk of the Board

Place an X on the right side of applicable description:

New -
Retire -  Reviewed -
Revised with Minor Changes -X
Revised with Major Changes -

Please list revisions made below: (Other than grammatical changes or name and date changes)

Reviewed and Approved by in Addition to Responsible Party and E-Signer(s):

Committee: N/A
Committee: N/A
Committee: N/A
Reviewed for HR: N/A
Reviewed for EPIC: N/A
Other: N/A
Other: N/A
Other: N/A
Board of Directors  
“Call to the Public” Request to Speak  
Form and Guidelines

During each meeting, the Directors conduct a “Call to the Public” (CTP). This is the time when members of the public may address the Board on District business in general or on a published agenda item. Any individual or group desiring to address the Board at a Board meeting shall comply with the following procedure:

1. The individual or group must complete and submit a signed request (provided below) to the Clerk before the Board Chair makes a Call to Public at the meeting. Any written materials for the Board must be included with the form.

2. Individuals comments shall be limited to three (3) minutes. To begin, the individual should state their name and the city in which they reside. If residence is within Maricopa County, the District should also be stated. Speakers should be brief, stay on the subject and present only new information.

3. Interested parties or their representatives may address the Board by written communications. Written communications shall be delivered to the Clerk.

4. No speaker will be permitted to relinquish her/his time to another person.

5. Speakers comments may not be addressed to staff or other members of the public.

6. Only persons recognized by the Board Chair shall be permitted to address the Board of Directors.

7. All remarks shall be made from the podium or designated location and be addressed to the Board as a body, not to any individual Director.

8. Rudeness, vulgarity or remarks disrespecting the personal dignity of any individual will not be permitted.

The Board will make reasonable attempts to hear any differing viewpoints. A maximum of ten (10) minutes will be set aside for each agenda item on which public comment has been requested. If speakers have comments that are too long for the CTP time allowed, or if members of the public would like materials distributed to the Board, written materials may be provided to the Clerk, or his or her designee. All written materials are distributed to and given consideration by the Board.

Pursuant to A.R.S. § 38-431.01(H), the Board of Directors may not discuss items that are not specifically identified on the agenda. Therefore, any action taken as a result of public comment will be limited to directing staff to study the matter, scheduling the matter for further consideration and decision at a later time or add the item to a future agenda. Board members may respond to criticism.

Should you wish to mail your comments directly to the Board of Directors please send them to: Maricopa Integrated Health System, ATTN: Board of Directors, 2601 E. Roosevelt Street, Phoenix, AZ 85008

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I have read the “Call to the Public” Guidelines above and would like to address the Board. ____________________________ (Signature)*

(Please Print)
* Name: ________________________________ Phone Number: ________________________________

* Topic of Remarks/Agenda Item: ________________________________

In Favor ☐ Against ☐ N/A ☐

Address: ________________________________ City ______ Zip Code: ______ District: ______

Group/Affiliation: ________________________________

Additional Comments: __________________________________________________________________________

Request forms should be turned into the Clerk before the first speaker is called.

* required

Revised 10/18