

Valleywise Health Administrative Policy & Procedure

Effective Date: 08/07

Reviewed Dates:

Revision Dates: 01/09, 03/11, 10/14, 11/16, 10/18, 10/20

Policy #: 99300 G – Conduct

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

Scope: **District Governance (G)**
 System-Wide (S)
 Division (D)
 Multi-Division (MD)
 Department (T)
 Multi-Department (MT)
 FQHC (F)

Purpose:

The purpose of this policy is 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 of Directors (Board).

Policy:

1. Individuals that wish to address the Board on District business or on any published agenda item must complete and submit a signed Request to Speak form.
2. Only persons recognized by the Chairman shall be permitted to address the Board.
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 Board member.
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 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 responding to criticism, directing staff to review the matter or adding the item to a future agenda.

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6. No person shall engage in disorderly conduct such as handclapping, stamping of feet, whistling, using profane language, shouting or other similar demonstrations which may disrupt the Board meeting.
7. All members of the public shall remain silent during a Board meeting. If, after receiving a warning from the Chairman, a person persists in disturbing the meeting, the Chairman may order that person to leave the meeting. If the person does not remove himself or herself, the Chairman may order the Security Officer to remove the person from the meeting.

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 Request to Speak form before the Board Chairman makes a Call to Public at the beginning of the meeting. Forms are available at the meeting, as well as on the Valleywise Health website. Any form submitted through the website needs to be submitted at least two (2) hours prior to the start of 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. A description, with specificity, of the matter to be addressed. If the matter is on the Board's current agenda, include the agenda item number.
2. Individual's comments will be limited to three (3) minutes. Speakers should stay on the subject.
3. A maximum of ten (10) minutes will be set aside for each agenda item on which public comment has been requested.
4. The Board will make reasonable attempts to hear any differing viewpoints.
5. No individual will be permitted to relinquish her/his time to another person.
6. Individuals may not address staff or other members of the public.

Reference: Board of Directors Request to Speak Form and Procedure

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 of Directors 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 -

Revised with Major Changes -X

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 Request to Speak Form and Procedure

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

1. The individual or group must complete and submit a signed Request to Speak form (provided below) before the Chairman makes a Call to Public at the beginning of the meeting. Any written materials for the Board must be included with the form.
2. All remarks shall be made from the podium or designated location and be addressed to the Board as a body, not to any individual Board member.
3. Individual’s comments will be limited to three (3) minutes. Speakers should stay on the subject.
4. A maximum of ten (10) minutes will be set aside for each agenda item on which the public comment has been requested.
5. The Board will make reasonable attempts to hear any differing viewpoints.
6. No individual will be permitted to relinquish her/his time to another person.
7. Individuals may not address staff or other members of the public.
8. Only persons recognized by the Chairman shall be permitted to address the Board.
9. Rudeness, vulgarity or remarks disrespecting the personal dignity of any individual will not be permitted.

Pursuant to A.R.S. § 38-431.01(H), the Board 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 responding to criticism, directing staff to review the matter or adding the item to a future agenda. Board members may respond to criticism.

I have read the “Call to Public” Procedure 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: _____

Request forms should be turned into the Clerk before the Chairman makes a Call to Public at the beginning of the meeting.