

## 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, 09/22, 09/24

**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 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 the appropriate form and submit it to the Clerk.
2. Only persons recognized by the Chairman will be permitted to address the Board.
3. All remarks will 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, threatening comments and disorderly or disruptive behavior, such as with boos, cheers or applause from the audience, 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.

6. No person will 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 will remain silent during a Board meeting. There will be no arguing or statements from the audience. If, after receiving a warning from the Chairman, a person (either in the audience or speaking from the podium or designated location) persists in disturbing the meeting by failing to comply with the requirements of this policy, the Chairman may order that person to leave the meeting. If the person does not remove himself or herself, the Chairman will 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 must comply with the following procedure:

1. The individual or group must complete and submit the appropriate form to the Clerk before the Board Chairman makes a Call to the 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 and return to their seat once their time is up.
3. A maximum of ten (10) minutes will be set aside for each agenda item on which public comment has been requested. If more than three requests have been submitted to provide comments on an agenda item, the Chair may either increase the maximum time set aside for the agenda item or reduce the time for each requested public comment on the agenda item in order to satisfy the ten (10) minute requirement.
4. No individual will be permitted to relinquish her/his time to another person.
5. Individuals may not address staff or other members of the public.

*Once Printed This Document May No Longer Be Current*

**Reference:** Form #45556 - Board of Directors Request to Speak Form and Procedure

**Valleywise Health Policy & Procedure - Approval Sheet**  
(Before submitting, fill out COMPLETELY.)

**POLICY RESPONSIBLE PARTY:** Melanie Talbot, Chief Governance Officer and Clerk of the Board

**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 - 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):**

<b>Committee:</b>	<b>N/A</b>
<b>Committee:</b>	<b>N/A</b>
<b>Committee:</b>	<b>N/A</b>
<b>Reviewed for HR:</b>	<b>N/A</b>
<b>Reviewed for EPIC:</b>	<b>N/A</b>
<b>Other:</b>	<b>N/A</b>
<b>Other: Maricopa County Special Health Care District Board of Directors</b>	<b>09/24</b>