



Cape Girardeau County Public Health Center

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Guidelines for Public Comment During Board of Trustee Meetings

The Cape Girardeau County Public Health Center Board of Trustees appreciates public input. Public comments may be included as part of the agenda items for both regular and special meetings of the Board of Trustees. When public comments are listed as an agenda item, the following guidelines will apply to any individual/speaker that chooses to make comments/statements.

- **Signing-In:** Prior to the meeting being called to order, speakers must sign-in providing name, county of residence and indicate their desire to provide public comments. Speakers will be called to speak in the order in which they signed in.
- **Time:** Each individual/speaker may speak for up to three (3) minutes. The Board Chair will start the timer when the individual/speaker begins and the individual/speaker should conclude their remarks in the allotted amount of time.
 - If a large number of speakers are expected on a particular topic, the Board may limit the total time for comment and/or may reduce the time allotted for each speaker.
 - Each speaker may only speak once per meeting and may not yield or credit their time to another speaker.
- **Topic:** The subject matter of the speaker's remarks must be relevant to the Health Centers services, programs, projects or activities.
 - Speakers are asked to state their name and their county of residence prior to speaking.
 - All remarks will be addressed to the Board of Trustees.
 - Speakers are asked to be courteous in their presentation.
 - After the speaker has made his/her statement, he/she shall be seated with no further debate, dialogue or comment.
- **General:** The Board of Trustees generally does not respond to public remarks during the course of the meeting. The public comments portion of the meeting is intended as an opportunity for the public to make the Board members aware of public concerns and issues but it is not intended for the Board to conduct a dialogue or debate with the public.
 - Board of Trustee meetings are intended to be conducted in a manner that allows decisions to be made about the business of the Health Center.
 - Board of Trustee meetings belong to the governing body; while the public may provide input to the governing body to help the Board make decisions, public comments are not part of the permanent meeting minutes.

The Board has provided these guidelines to facilitate the fair and orderly expression of public comments. The Board of Trustees may modify these procedures as needed to conduct an orderly and efficient meeting.

Approved By Board of Trustees:
