



Board of Directors

Public Comment Procedures

Effective Date: 7/1/2018

RMHS welcomes public input relevant to matters before the Board. During each public meeting of the Board of Directors, time is allocated for individuals receiving RMHS services, family members, or other stakeholders to directly provide such input. To provide a respectful environment and to facilitate the opportunity for all interested people to provide comment, the following procedures are a guideline for the conduct and coordination of this public comment.

Signing Up for Comment

- Speakers must register to speak by signing the public comment sheet available at the Board meeting. Speakers who are participating by phone will be given the opportunity to indicate intent to provide comment at the beginning of the public comment section of the agenda.
- The Board President will call speakers in the order they sign up. If there are speakers on the phone, the Board President will call on them to speak.
- The Board President may limit repetitive comments at his/her discretion.
- Individuals, family members, community members or other stakeholders wishing to provide written comments are encouraged to contact the Executive Assistant via email or US mail in advance of the meeting.
- Any person who would like an interpreter to assist them in providing public comment and any person with a disability who needs accommodation to provide public comment should contact the Executive Assistant or designee at RMHS at least three business days in advance of a meeting to request assistance.

Time Allocation:

- Public comment will generally last approximately 15 minutes.
- The time placement on the agenda will be determined at the discretion of the Board President and will typically be after the President's report.
- Each speaker will be allowed up to five minutes for comment. If multiple speakers are present, the Board President may reduce that maximum time to three minutes and limit total time available on the agenda. The Board President will announce the time allotment for each speaker before the start of the public comment.

Public Comment:

- By signing up, speakers are encouraged to provide comment that is courteous and respectful.

- Comments should address the entire Board and not be directed at any individual Board member or staff.
- Due to confidentiality concerns, speakers should refrain from comments about personnel matters or individual client issues.
- Board members and staff should refrain from addressing the comment or asking questions during the testimony, except at the discretion of the Board President.
- If the topic of the comment is a matter on the agenda, Board members or staff may clarify or address the comment during that portion of the agenda.