



SHIAWASSEE HEALTH AND WELLNESS POLICY AND PROCEDURE MANUAL

Title:	Public Comment Policy
Section:	Board Governance
Policy Number:	11
Issued By:	Board of Directors
Approved by: Board of Directors	Effective Date: 12/16/2019
Approved on: 12/16/19	Last Revision: Last Review: 06/12/2023 Last Annual Policy Statement Review: 06/12/2023

POLICY STATEMENT:

It is the policy of the Shiawassee Health and Wellness Board of Directors to provide an opportunity for members of the public to address the Board during the public comment sections of the posted agenda during SHW Committee and Board Meetings. The public will comply with the guidelines for implementing this policy.

PURPOSE:

To ensure fair and orderly meetings, the SHW Board has adopted guidelines which govern the conduct of public during an open meeting.

APPLICATION:

This policy applies to public who attend a Shiawassee Health and Wellness Board Committee meeting or Board Meeting.

DEFINITIONS:

Public: Any individual who attends a committee or Board meeting who does not sit on that said committee or board. This excludes individuals who are part of the agenda and are presenting to the board or committee.

PROCEDURE:

1. Public Comment will occur at the beginning and end of every committee and Board Meeting.
2. Public who attend the meetings will be asked to give their name to the Executive Assistant for the minutes.
3. Each individual member of the public will have 3 minutes to address the committee and/or Board during the public comment on the agenda at the beginning or end of the meeting.
4. Members of the public cannot address the committee or board during its deliberations on a particular matter.

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5. Members of the committee or board do not have to answer impromptu questions from the public. Public speakers should expect the committee and board members to refrain from engaging in a dialogue.

6. The chair of the committee and/or board will address the public speaker and keep time of the public comment.

COMPLIANCE:

Michigan Open Meetings Act

Change Log:

Date of Change	Description of Change	Responsible Party
12/04/19	Created	J. Burke