



**BOARD OF DIRECTORS**

**REQUEST FOR PUBLIC COMMENT**

MEETING DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

REPRESENTING: \_\_\_\_\_

PHONE NO: \_\_\_\_\_

SUBJECT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DESIRED ACTION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Notice**

*One "Request for Public Comment" form shall be completed by each individual speaker, irrespective of a group, and submitted to the Board Assistant prior to or during the meeting, as well as written copies of presentations, if applicable.*

*Presentations are limited by time and confined to the subject requested; five minutes per speaker with a cumulative total of fifteen minutes per topic.*

*Public comments will be entertained during the "Public Comment" section on the agenda. All public comments will be limited to the designated times, including at all board meetings, committee meetings and board workshops.*

*The "Public Forum" portion of this meeting is an opportunity for members of the public to address the Board regarding any item not on the agenda. Comments for all speakers are limited to a maximum of five minutes per person and fifteen minutes in total from all speakers during this Forum. To comply with California State Law (the Brown Act) the Board will not discuss or vote on any speaker's topic during this meeting, although the topic may be placed on the agenda for a future meeting.*

*In the interest of limited time, please keep your comments brief and specific – avoiding repetition of points already made by previous speakers.*

*Members of the public are asked to be seated in the area designated for the public.*

**(See Policy on reverse)**

# Public Comment Statement

The “Public Comment” portion of this meeting is an opportunity for members of the public to address the Sponsor group regarding any item not on the agenda. Speakers are limited to five minutes each during this Forum. To comply with California State Law (the Brown Act) the Sponsor Group will not discuss or vote on any speaker’s topic during this portion of the meeting, although the topic may be placed on the agenda for a future meeting.

Speakers may, if they wish, give their names and addresses when recognized by the chair.



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 Revision: 7  
 Status: Official

Source:  
 Administrative  
 Board of Directors

Applies to Facilities:  
 All Palomar Health Facilities

Applies to Departments:  
 Board of Directors

## Policy : Public Comments and Attendance at Public Board Meetings

### I. PURPOSE:

A. It is the intention of the Palomar Health Board of Directors to hear public comment about any topic that is under its jurisdiction. This policy is intended to provide guidelines in the interest of conducting orderly, open public meetings while ensuring that the public is afforded ample opportunity to attend and to address the board at any meetings of the whole board or board committees.

### II. DEFINITIONS:

### III. TEXT / STANDARDS OF PRACTICE:

- A. There will be two time periods allotted for public comment: at the start of the meeting and at the end of the meeting prior to adjournment. Members of the public who wish to address the Board are asked to complete a [Request for Public Comment form](#) and submit to the Board Assistant prior to or during the meeting. The information requested shall be limited to name, address, phone number and subject, however, the requesting public member shall submit the requested information voluntarily. It will not be a condition of speaking.
- B. Should Board action be requested, it is encouraged that the public requestor include the request on the *Request for Public Comment* as well. Any member of the public who is speaking is encouraged to submit written copies of the presentation.
- C. The subject matter of any speaker must be germane to Palomar Health's jurisdiction.
- D. Based solely on the number of speaking requests, the Board will set the time allowed for each speaker prior to the public sections of the meeting, but usually will not exceed 5 minutes per speaker, with a cumulative total of fifteen minutes per topic.
- E. Questions or comments will be entertained during the "Public Comments" section on the agenda. All public comments will be limited to the designated times, including at all board meetings, committee meetings and board workshops.
- F. All voting and non-voting members of a Board committee will be seated at the table. Name placards will be created as placeholders for those seats for Board members, committee members, staff, and scribes. Any other attendees, staff or public, are welcome to sit at seats that do not have name placards, as well as on any other chairs in the room. For Palomar Health Board meetings, members of the public will sit in a seating area designated for the public.
- G. In the event of a disturbance that is sufficient to impede the proceedings, all persons may be excluded with the exception of newspaper personnel who were not involved in the disturbance in question.
- H. The public shall be afforded those rights listed below (Government Code Section 54953 and 54954).
  1. To receive appropriate notice of meetings;
  2. To attend with no pre-conditions to attendance;
  3. To testify within reasonable limits prior to ordering consideration of the subject in question;
  4. To know the result of any ballots cast;
  5. To broadcast or record proceedings (conditional on lack of disruption to meeting);
  6. To review recordings of meetings within thirty days of recording; minutes to be Board approved before release,
  7. To publicly criticize Palomar Health or the Board; and
  8. To review without delay agendas of all public meetings and any other writings distributed at the meeting.
- I. This policy will be reviewed and updated as required or at least every three years.

### IV. ADDENDUM:

Original Document Date: 2/94  
 Reviewed: 8/95; 1/99; 9/05  
 Revision Number: 1 Dated: 9/20/05

**Document Owner:** DeBruin, Kevin

**Approvals**

- **Committees:**

**Revision Date:** [07/10/2019 Rev. 7]

**Attachments:** Public Comment Form

(REFERENCED BY THIS DOCUMENT)

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<https://www.lucidoc.com/cgi/doc-gw.pl?ref=pphealth:21790>.