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Areas:	<i>Administration</i>
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Applicability:	<i>Parrish Medical Center</i>

Public Participation at Board & Committee Meetings, 9500-154

POLICY TYPE: ADMINISTRATIVE

I. POLICY STATEMENT

The Board of Directors of Parrish Medical Center invites input from the public on issues related to its responsibilities and to provide the Board with information related to pending Board business. The Board will accept input from the public pursuant to this Policy as a matter of information or for referral to appropriate Board Committees or staff.

II. PURPOSE

This policy is intended to assure members of the public have an opportunity to provide input while permitting the Board and its Committees to conduct business in an orderly manner. Public participation at any Board or Committee meeting will not be a forum for debate between members of the public, Board or staff. Public participation will not serve to disrupt or delay the orderly conduct of business by the Board of Committee. Willful interruptions or disturbances, name calling, undocumented allegations or discussion of matters not within the purview of the Board will not be permitted. The Chair shall have the authority not to recognize or declare out of order any speaker violating this policy or otherwise take action to ensure all orderly and timely conduct of the business of the Board of Committee, including the canceling of all presentation by the public.

Nothing in this rule entitles a member of the public to speak before the Board or Committee except as required by law or as authorized by its Chair pursuant to this policy.

III. Procedures

- A. To permit the orderly conduct of business and scheduling of input as part of any meeting agenda, any member of the public wishing to be heard either under the agenda section "Public Input and Comments" or on a specific agenda items shall complete an appearance card and present the card to the recording secretary prior to the start of the Board or Committee meeting. In the event following the start of a Board or Committee meeting additional items are added to the agenda, then with the consent of the Chair of the meeting, any member of the public may submit an appearance card to speak on such additional item(s) prior to Board or Committee discussion of such item(s).
- B. Members of the public wishing to be heard under the agenda section "Public Input & Comments" and who have presented a card prior to the start of the meeting shall be recognized in such order as determined by

the Chair and shall be given a reasonable opportunity to be heard. The Board or Committee shall allocate a reasonable period of time at the beginning of each Board or Committee meeting for members of the public to comment on an agenda item to be considered at the Board or Committee meeting, make a request of that Board or Committee, voice a compliant or concern, express an opinion, or for some other type of recognition. Any questions or comments presented to the Board or Committee shall relate to the responsibility and authority of the Board or Committee or to an item on its agenda for that meeting.

- C. Any member of the public wishing to be heard concerning a specific agenda item and who has presented a card prior to the start of the meeting shall be recognized in such order as determined by the Chair and shall be given a reasonable opportunity to be heard immediately prior to any Board or Committee discussion of such agenda item.
- D. The requirement for the reasonable opportunity of a member of the public to be heard does not apply to (i) an official act that must be taken to deal with an emergency situation affecting the public health, welfare, or safety, if compliance with this requirement would cause an unreasonable delay in the ability of the Board or Committee to act; (ii) an official act involving no more than a ministerial act, including, but not limited to, approval of minutes and ceremonial proclamations; (iii) a meeting that is exempt from section 286.011 of the Florida Statutes, or (iv) a meeting during which the Board or Committee is acting in a quasi-judicial capacity.
- E. Members of the public wishing to address the Board or Committee shall speak only from the podium or at such other place as authorized by the Chair. A demand to be heard in rebuttal and not recognized by the Chair or attempts to interrupt other speakers will not be permitted. All comments or questions will be addressed to the Chair. The Chair will determine whether or not a reply is in order and identify those person(s) responsible or investigate any questions or comments.
- F. Members of the public recognized by the Chair will have three (3) minutes to speak on a single "subject matter" submitted on an appearance card presented prior to the start of the meeting. In the event an individual submits multiple requests to be heard on more than one agenda item the Chair shall determine the amount of time allotted to the speaker, however, such time shall not exceed ten (10) minutes without approval of the Board or Committee. The recording secretary will function as official timekeeper. Members of the public may not share or transfer all or part of their allotted time to any other person or to any other agenda item, except as permitted by this Policy. To the extent a speaker has previously addressed a Board Committee on the same subject and at which a majority of the Board was present, then the Board Chair may limit repeat comments at the Board meeting by the same speaker.
- G. When more than three (3) members of the public representing the same group or position wish to address the Board or a Committee on a specific agenda items, the Chair may recognize a representative and provide such representative additional time to speak on behalf of such members of the public. Where more than three (3) members of the public wish to speak and who have not designated a representative, the Chair shall have the authority to limit comments from individual speakers to a reasonable time period of less than three (3) minutes each.
- H. Any member of the public may supplement their appearance before the Board with written comments or information at the time for their appearance. Any member of the public who has not filed an appearance card prior to the start of the meeting or who is otherwise not recognized by the Chair will have the opportunity to present written comments or information to the recording secretary and following adjournment of the meeting. The opportunity to provide written comments or information shall not serve to delay any final action which the Board or a Committee decides to take at such meeting.

IV. Audio/Video Tape/DVD Showing/Summary

- A. Any member of the public wishing to appear by or present material through any electronic means, including audio tapes, video tapes, CDs, or DVDs, must submit a copy of such material to the Director of Communications & Service Excellence, or his/her designee no less than 24 hours prior to the meeting.
- B. The submitted material may not be over 3 minutes in length unless the Chair authorizes such additional length. Each submission shall include a written summary describing its contents for use by the Chair in reviewing and introducing the submitted material.
- C. The review of the submission is to ensure that the material accords with this policy, is not disruptive and otherwise accords with the accepted community standards.

V. Public Hearings

The Board and its Committees shall hold such public hearings as may be required by law, such as Section 20 of Chapter 2003-362, Laws of Florida, which mandates a public hearing when the Board disposes of surplus real property.

VI. Reference:

Florida's Government-in-the-Sunshine laws: Sections 286.011 and 286.0114 of the Florida Statutes

All revision dates:

09/2013

Attachments

No Attachments

Applicability

Parrish Medical Center