

Status **Active** PolicyStat ID **9555411**



Origination 4/25/2019
Last Approved 4/6/2021
Effective 4/6/2021
Last Revised 4/6/2021
Next Review 4/6/2023

Owner **Meagan Weber:**
CEO
Area **Board of**
Directors

SCH Board Meeting Public Comment Policy

Policy Statement:

It is the policy of the Scotland County Hospital (SCH) Board of Directors to provide a reasonable opportunity to members of the public to be heard on propositions before the Board and open comments as determined by the Board Chair.

Purpose:

Though not required by the Missouri Sunshine Law (Section 610.011.RSMo), the SCH Board of Directors recognizes the importance of public input on matters affecting constituents as they relate to Hospital and Clinic operations. In order to facilitate an orderly, efficient, respectful, focused and accessible platform on which community members may voice opinions to be considered in decision-making, the Board establishes standard procedures to be followed during public appearances before the Board.

Definitions:

Proposition(s) before the Board: Item(s) on the Board's Agenda for the meeting at which members of the public are requesting to be heard.

Open comment(s): Comments(s) directed to the Board, not on the Board's Agenda for the meeting at which members of the public are requesting to be heard.

Procedure:

1. The portion of the meeting during which the participation of the public is invited shall be limited to thirty (30) minutes, unless extended by the Board Chairperson (or other presiding member in the absence of the Board Chairperson).
2. The opportunity to be heard is subject to all Hospital policies and procedures, and does not

prohibit the Board from maintaining orderly conduct or proper decorum in a Board meeting.

3. The opportunity to be heard may or may not occur at the same meeting at which the Board takes action, as long as the opportunity occurs at a meeting during the decision-making process and is within reasonable proximity in time before the Board takes official action.
4. Any person or group who wishes to be heard on Agenda items during a Board meeting must observe the following:
 - a. Complete a "Request for Public Comment" form prior to the meeting. Forms shall be available on the Hospital's website, as well as outside the Board Room at least thirty (30) minutes prior to the scheduled start of the meeting.
 - b. If written materials are requested to be distributed in conjunction with the Request for Public Comment, no less than seven (7) copies must accompany the form. Any written materials submitted may be retained as part of the public record of the meeting.
 - c. Persons may submit completed forms and any related documents to the administrative office during normal operating hours on Monday through Friday, or to the recording secretary or administrative staff member present in the Board Room on the day of the meeting at least fifteen (15) minutes prior to the meeting's Call to Order.
 - d. In order for meetings to proceed in an efficient and orderly manner, the Board Chairperson may in his or her absolute discretion:
 - i. Limit the number of speakers, shorten or lengthen the time allowed to speakers, or designate a representative to speak on behalf of a group or faction consisting of 5 or more individuals.
 - ii. Interrupt, warn, or terminate public comment when a person's allotted time has elapsed, or is unrelated to the Agenda item identified by the person's request, or when it is personally directed, abusive, obscene, or irrelevant.
 - iii. Request any individual to leave the meeting when that person does not observe reasonable decorum.
 - iv. Request the assistance of security and/or law enforcement in the removal of a disobedient person when that person's conduct interferes with the orderly progress of the meeting.
 - v. Call for recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.
 - e. When recognized by the Board Chairperson, an individual or representative shall rise (unless unable to do so by nature of disability), state their name and address for the record, and be heard on the Agenda item identified by the individual or representative's Request for Public Comment. Reasonable accommodations will be made for individuals or representatives with a disability who wish to be heard.
 - f. All statements shall be directed to the Board as a whole, and not to individual members. Staff members shall not be expected to answer questions from members of the public unless called upon by the Board Chairperson.

5. The opportunity to be heard shall be limited to five (5) minutes for an individual or for a representative of a group or faction. The time periods may be extended at the sole and absolute discretion of the Board Chairperson. Persons allowed to make public comment may not cede all or part of their allotted time to other individuals or representatives.
6. Individuals and representatives will generally be permitted to speak in the order in which their Request for Public Comment forms are received, however the Board Chairperson shall have the authority to arrange the order of speakers in any manner deemed appropriate for the orderly conduct of the meeting.
7. Requests to address the Board for items not on the Board's Agenda must be received by the Administrative Office no later than 5:00 p.m. on the Monday preceding the Board meeting. Such requests shall be evaluated by the Board Chairperson. In reaching a decision to grant or deny such requests, the Board Chairperson shall consider the following:
 - a. the number of items on the Board's Agenda;
 - b. the number of requests made or anticipated to speak on Agenda items;
 - c. the substantive nature of the requested matter;
 - d. the prior presentation or consideration of the matter by the Board;
 - e. the likelihood of disruption if the request is granted; and
 - f. whether the interests of the hospital would be advanced by granting the request.

Unless required by applicable law, such requests shall be denied with respect to any ongoing legal or personnel matter, or any matter that has not been fully exhausted through internal administrative channels.

8. The opportunity to be heard does not apply to the following:
 - a. An official act that must be taken to deal with an emergency situation affecting the public health, welfare, or safety, if compliance with the requirements would cause an unreasonable delay in the ability of the Board to act.
 - b. An official act involving no more than a ministerial act, including, but not limited to, approval of minutes and ceremonial proclamations.
 - c. A meeting or portion of meeting that is exempt from Section 610.011, RSM0 as may be amended (The Sunshine Law).
 - d. A meeting at which the Board is sitting in its quasi-judicial capacity.

Attachments

[Request for Public Comment Form.docx](#)

Approval Signatures

Step Description	Approver	Date
CEO/Board	Dr Randy Tobler: CEO	4/6/2021
QI & Safety	Terri Schmitt: Director of Quality & Human Resources	4/6/2021
P&P Committee	Jasetia Buckallew	4/6/2021
Originating Authority	Dr Randy Tobler: CEO	4/6/2021
Originating Authority	Brenda Prather	4/2/2021