

		DCC APPROVAL: 6/26/2025	
TITLE: Board Meeting Participation and Preparation Policy		APPROVER TITLE:	PAGE: Page 1 of 2
APPROVED BY: Liz Sellers, MSN, MHA		CEO	EFFECTIVE: 8/26/2025
APPROVED BY: Board of Directors on 7/22/2025			REVISED/UPDATED: 7/18/2025

PURPOSE:

The purpose of this policy is to establish consistent procedures for public participation in Board meetings, including public comment, written correspondence, and requests to address the Board during Open Session. This policy is intended to promote transparency, ensure orderly conduct of Board business, and provide equitable opportunities for engagement from the public, employees, community organizations, and vendors.

SCOPE:

Members of the public, PMC employees, Community Agencies, and others attending Board Meetings.

PUBLIC COMMENT AT REGULAR MEETINGS:

A sign-up sheet for public comment will be made available immediately prior to the start of any regularly scheduled Board meeting. Any member of the public may sign up to address the Board on matters of public interest or concern.

1. Sign up closes once the meeting is called to order.
2. Only individuals who have signed up will be permitted to speak during the public comment period.
3. The order of speakers will be the order in which individuals signed up.
4. Each speaker will be limited to 3 – 5 minutes.
5. The Board is **not** obligated to respond or take action on matters raised during public comment.

WRITTEN CORRESPONDENCE TO THE BOARD:

The Board welcomes and encourages written correspondence from members of the public.

1. All correspondence received prior to a regular public meeting will be distributed to Board members in advance of the meeting.
2. Such correspondence will be listed on the meeting agenda under “Board Correspondence” including:
 - a. Date Received
 - b. Author(s)
 - c. Brief description of subject.

3. During the meeting, the Board Chair will acknowledge the correspondence listing and confirm that all members have received the communication.
4. The Chair *may* provide an opportunity for Board discussion or suggested action related to any correspondence item.

OPEN SESSION AGENDA REQUESTS:

Employees, organizations, community agencies, or others who wish to address the Board during Open Session must submit an agenda item request as follows:

1. Submit the request in writing to the Executive Assistant at least five (5) working days prior to the scheduled meeting.
2. Include the presenter's name, topic to be addressed, and the specific Board action being requested.
3. Requests will be reviewed and routed through PMC Administration for consideration and potential placement on the Board Agenda.
4. Confirmation of placement on the agenda will be sent to the requestor once approved.
5. The Board Chair reserves the right to limit speaking time for efficiency.
6. The Board is not obligated to respond or to take action on any issue raised during Open Session.

CONDUCT EXPECTATIONS:

All individuals addressing the Board, whether during public comment, by written correspondence, or as part of an agenda item, are expected to conduct themselves in a respectful and civil manner.

1. Disruptive, threatening, or inappropriate behavior will not be tolerated.
2. The Board reserves the right to issue a warning or excuse any individual from the meeting if their behavior compromised the decorum, safety, or efficiency of the proceedings.