

## **MWHS Board Meeting Public Comment Guidelines**

MWHS Board of Commissioner meetings are open to the public. No registration is required to attend, but you must sign up in advance to speak during Public Comment. Reasonable accommodation is provided upon request.

- Public comment will be held shortly after the meeting is called to order at each regular meeting (usually held on the 4th Monday of the month).
- Sign-up for public comment must be made prior to the meeting, contact [board@mwhs.org](mailto:board@mwhs.org) for sign-up form.
- The Board Chair will call on speakers in order of those that have signed up.
- Comments are limited to three (3) minutes per speaker. Time will be monitored by staff. When time expires, the speaker is permitted to complete a sentence but should make no further remarks.
- The Board Chair may extend public comment. While offering a public forum is important to the board, it is also necessary to ensure that the board allows enough time to conduct its regular business.

### **Additional Information**

1. Public comment submissions may not be related to personnel matters.
2. The Board Chair reserves the right to limit the time available for public comment.
3. Signs, banners, and other distracting items are not allowed. Staff will ask you to leave materials outside the room or view of screen, or you may be asked to leave.
4. All speakers, and those in attendance, shall conduct themselves in a non-disruptive manner. Cheering, snapping, clapping, and other distractions are not allowed during or upon completion of any public comment.
5. Board members do not respond to public comments.
6. Public comment will not be taken at special meetings.
7. At the discretion of the Board Chair, public comment may be closed and reopened at a later time or date to be announced.
8. Your written comments, testimony, and any images provided are part of the public record. Meetings are recorded and transcribed and are part of the public record.