
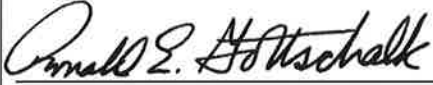
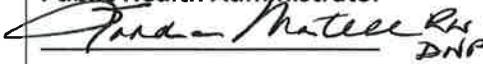


<b>WINNEBAGO COUNTY HEALTH DEPARTMENT</b>		
<b>POLICY:</b> Public Participation at Board of Health Meetings under the Open Meetings Act		<b>POLICY NUMBER:</b> 1109-0623-16
<b>DATE OF ORIGIN:</b> 06.23.2016 <b>DATE LAST RENEWED OR REVISED:</b> N/A <b>NEXT REVIEW:</b> 06.23.2018 <b>EFFECTIVE DATE:</b> 08.17.2016 <b>DATE RESCINDED:</b> N/A	<input checked="" type="checkbox"/> <b>CORE POLICY</b> <input type="checkbox"/> <b>CORE PUBLIC HEALTH POLICY</b> <input type="checkbox"/> <b>CENTER POLICY</b>	<b>RELATED POLICIES:</b>
<b>APPROVAL BY</b> <b>Winnebago County Board of Health</b>   Angie Goral 8/16/2016 Chair, Policy Committee   Ronald E. Gottschalk President 8/16/2016	<b>APPROVAL BY</b> <b>Public Health Administrator</b>  Sandra Martell, RN, DNP 8/16/2016	<b>PAGE</b> 1 of 2

I. PURPOSE

The Winnebago County Health Department (WCHD) is committed to providing the opportunity for the general public to express their thoughts and ideas at Board of Health (BOH) meetings in compliance with the Open Meetings Act.

II. SERVICE UNITS/AREAS/PERSONNEL AFFECTED

- All WCHD Meetings conducted under the Open Meetings Act (OMA).

III. PROCEDURE

A. Non-members excluding WCHD Staff or invited presenters will be permitted to address the Board of Health.

1. Written request to address the Board is to be submitted a minimum of 1 business day prior to the scheduled meeting to the Executive Assistant of the Public Health Administrator. The Board of Health section of the WCHD website ([www.wchd.org](http://www.wchd.org)) will provide the contact information and forms for submission.

2. Non-members will be permitted to walk-in and provide comment after completing the required information in #3 for public record. Priority will be given to non-members who pre-register.
  3. If a standardized form is not submitted, the following information must be include:
    - i. Name of the speaker
    - ii. Contact information including phone, address, email address
    - iii. If representing an organization, name of organization
    - iv. The subject matter that the speaker will address. Note: Speakers cannot address personnel matters or pending or threatened litigation involving Winnebago County or the Winnebago County Health Department.
  4. Speakers will be limited to three (3) minutes.
  5. No non-member will be permitted to address the Board of Health/Committee on the same or substantially the same topic in a statement on what is purported to be a different topic.
  6. Non-members will be expected to conduct themselves with respect and civility toward others and otherwise abide by Winnebago County Health Department rules for the public.
  7. If non-members become disruptive to the work of the Board of Health including the use of abusive or threatening language, they will be subject to removal from the Board of Health/Committee meeting.
- B. A maximum of twenty-one (21) minutes shall be allowed for non-members to speak at each meeting.
- C. The order of non-members will be determined by the President/Committee Chair responsible for chairing the particular meeting.
- D. Non-members will address the Board of Health/Committee at the appropriate time as indicated on the agenda and when recognized by the President of the Board of Health.
- E. If a particular item is deemed to be controversial by the President of the Board of Health for general meetings or the Committee Chair for committee meetings, the President/Committee Chair shall strive to allow all sides an equal amount of time within which to speak, subject to the twenty-one (21) minute time limit.
- F. All letters, petitions, and correspondence addressed to the Board of Health/Committee which relate to the business of the Board of Health or Winnebago County Health Department shall be recorded by the Executive Assistant to the Public Health Administrator and shall be reported at the next regularly scheduled Board of Health meetings as correspondence.