

MUSCATINE COUNTY BOARD OF HEALTH

SUBJECT: PUBLIC COMMENTS AT BOARD OF HEALTH MEETINGS.

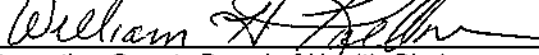
PAGE 1 OF 1

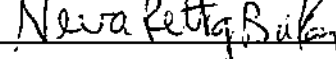
Author: Board of Health Chairperson

Effective Date: March 20, 2019

Supersedes: NA

APPROVED BY


Muscatine County Board of Health Chairperson


Muscatine County Board of Health Secretary

I. DEPARTMENTAL – Muscatine County Board of Health

POLICY: Public Comments at Board of Health Meetings

A. PURPOSE

1. To ensure, through open meetings conducted by the Muscatine County Board of Health, that the public can make comment during an open meeting in an orderly fashion.

B. POLICY

1. The "Citizens Speak" section of the agenda is an opportunity for the public to address items not on the agenda. An individual may speak to one (1) issue per meeting for a maximum of three (3) minutes. Official action cannot be taken by the Board of Health at that time but may be placed on a future agenda or referred to the appropriate department. Comments must be relevant to the function of the Board of Health and refrain from personal or slanderous remarks.
2. The public may address any item on the agenda after recognition by the Chairperson. The individual must state their name, address and group affiliation (if appropriate). The individual may speak one (1) time for a maximum of three (3) minutes.
3. Members from the public who wish to be on the agenda to present and/or submit written documentation to the Muscatine County Board of Health at a regularly scheduled meeting must provide the request and/or all documents by the close of business at least 7 calendar days in advance of the board meeting. Documents must be provided via email to the Muscatine County Public Health Director. Documents presented outside of the procedure will result in the agenda item being postponed until the next regularly scheduled meeting.