



Clay County Memorial Hospital

310 W. South Street
Henrietta, Texas 76365-3346
940.538.5621



Public Comment Policy

PURPOSE

To establish a policy regarding the guidelines under which Clay County Memorial Hospital (the “Hospital”) entertains public testimony at its Board meetings.

PROCEDURES

1. The Board of Managers shall allow each member of the public who desires to address the board regarding an item on an agenda for an open meeting of the Board to address the Board regarding the item at the Open Meeting before or during the Board’s consideration of the agenda item.
2. Public testimony shall follow these procedures:
 - A. Speakers will be requested to sign up to address the Board on an agenda item on a Speaker Sign-up Sheet in a form similar to that attached hereto.
 - B. The Hospital may, in its sole discretion, set reasonable limits on the number, frequency, and length of presentation by each speaker. Any such limitation must give a member of the public who addresses the body through a translator at least twice the amount of time as a member of the public who does not require the assistance of a translator.
 - C. The public will be encouraged to keep their comments polite and respectful. Speakers are asked to avoid unnecessary repetition of previous speakers’ comments. The Hospital shall not prohibit public criticism of the Hospital or the Board of Managers, including criticism of any act, omission, policy, procedure, program or service, that is not otherwise prohibited by law.
 - D. Individuals in attendance at the meeting shall refrain from applause or vocal expressions of approval or disapproval.
 - E. A member of the public may raise a subject that has not been included in the notice for the meeting, but any discussion of the subject shall be limited to a proposal to place the subject on the agenda for a future meeting. Board members will not engage individual speakers in dialogue nor ask or answer questions during public testimony except for the purpose of clarification.
 - F. Speakers shall not address nor engage in dialogue with individual Board members during their testimony. Comments are to be addressed to the Board as a whole.
3. Members of the public are permitted to record open meetings or public comment sessions with a tape recorder or a video camera as follows:
 - A. A person in attendance may record all or any part of an open meeting by means of a tape recorder, video camera, or other means of audio or visual reproduction.
 - B. The Hospital may set reasonable rules to maintain order at a meeting and which will not prevent or unreasonably impair a person from exercising their right to record, including rules related to:
 - 1) the location of recording equipment; and
 - 2) the manner in which the recording is conducted.



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4. An individual who wishes to make a presentation to the Board of Managers for an item that is not on the agenda may submit a request to be placed on the agenda for a regular meeting. Such request shall be submitted in writing to the Chair of the Board of Managers through the Hospital Administration office on or before the third Tuesday of the month. Inclusion on the Board's agenda is within the sole discretion of the Chair of the Board of Managers and is separate from the public testimony on items already on the agenda.

REFERENCE:

TEX. GOV'T CODE § 551.007; 551.023



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**Meeting Sign-Up Sheet for
Questions and Comments from Audience**

| | Name (Please Print) | I would like to ask questions or offer comments on the following topic: |
|-----|--------------------------------|--|
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