

**Operating Procedure #2**  
**City-County Board of Health**  
**Lincoln County, MT**  
**September 2017 (Revised April 2021)**

**Purpose:** The purpose of this document is to outline the procedures for public comment, minutes, and agenda topic requests.

The following Procedures apply to the Board and any committees thereof.

**Verbal Comments:**

- Each Board meeting will include "Public Comment" as a standard agenda item.
- No action on agenda items will be taken until the Chair requests comments from the public. Public comments about agenda items identified as action items will occur prior to the Board's discussion and action on each agenda item.
- The general Public Comment period may include input on any appropriate Board topic.
- Public comments on agenda topics not identified as action items will be allowed at the discretion of the Chair as that topic is being presented, instead of deferring comment until the general Public Comment period. The intent is to allow for brief clarifications, questions and comments that are directly relevant to the information being presented.
- Each person will address the Board, at the time designated in the agenda or as directed by the Board, by presenting before the Board and stating their name in an audible tone of voice for the record.
- All remarks will be addressed to the Board as a body and not to any individual.
- Persons wishing to speak, including Board members, shall first be recognized by the Chair. The Chair shall recognize speakers individually as appropriate to have an orderly discussion. One speaker shall be given the floor at a time and may not re-enter the discussion without being given recognition by the Chair.
- No questions will be asked of individuals except through the Chair of the Board.
- Verbal comments will be limited to 3 minutes per individual or as time permits.
- The Board Chair may exercise discretion to extend this individual limit.
- The Board Chair may terminate any individual comment period if they determine the comments are not relevant to Board activities, personal attacks, or not presented in a respectful manner.

- The Board or Committee is under no obligation to respond to comments immediately or during the meeting.
- Minutes will identify the speaker and briefly describe the overall topics of comments provided. (*see "Minutes" below for additional information*)

**Written Comments:**

- The Board will maintain an electronic correspondence folder to store all written comments and/or correspondence submitted to the Board. All comments and/or correspondence will be available for review by any member of the public in accordance with the current Lincoln County Public Information Policy.

**Minutes:**

As noted in the Board By-laws, minutes will be kept for all regular, work, and committee meetings in accordance with Montana Code Annotated (MCA) as noted below. Minutes will serve as a written record of each meeting and will generally describe the events of the meeting. Minutes will not serve as a transcript of the meeting and will not capture the dialogue of Board members, meeting presenters, or other meeting attendees (e.g., public commenters).

Per MCA § 2-3-103: [p]ublic comment received at a meeting must be incorporated into the official minutes of the meeting, as provided in 2-3-212.

Per MCA § 2-3-212(2): Minutes must include without limitation:

- (a) the date, time, and place of the meeting;
- (b) a list of the individual members of the public body, agency, or organization who were in attendance;
- (c) the substance of all matters proposed, discussed, or decided; and
- (d) at the request of any member, a record of votes by individual members for any votes taken.

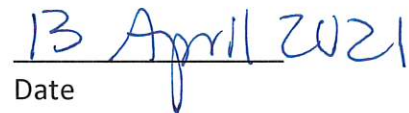
**Agenda Topic Requests:**

- An individual or group may request placement on the agenda by making such a request in writing to the Health Department Director and/or the Board Chair no less than seven (7) days before the meeting at which the individual would like to speak. The request shall include, at a minimum, the name of the individual or group, a detailed summary of the topic to be presented or discussed, and requested time allotted for the presentation.
- The individual making the request will be notified prior to the posting of the agenda as to whether the request has been granted and, if the request is granted, will be provided

three (3) minutes to speak when the requested topic is addressed on the agenda. The Board Chair may extend the time allowed.

- The Board Chair shall determine if the request is granted.

  
\_\_\_\_\_  
Jan Ivers, Chairperson

  
\_\_\_\_\_  
Date