

Operating Procedure #2
City-County Board of Health
Lincoln County, MT
September 2017

Purpose: The purpose of this document is to outline the procedures for handling public comments, both verbal and written, as discussed and agreed upon at the July 15, 2017 City-County Board of Health (Board) meeting.

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.
- Verbal comments will be limited to 3 minutes per individual
- 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.
- If written comments or correspondence are the subject of discussion at a meeting, it will be included in the minutes.
- If written comments or correspondence are submitted and not the subject of discussion at a meeting, they will not be included in the minutes.

Minutes:

As noted in the Board By-laws, minutes will be kept for all regular 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 § 2-3-103(2): Minutes must include without hesitation:

- (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.