Public Comments Process – Public Comment on Non-Agenda Items

Register to Speak Before the Board or Committee Meetings

Parkland's Board welcomes members of the community to speak on subjects pertaining to the system. In order to listen to the comments of the community, Parkland's Board must implement reasonable rules for an orderly meeting. When appearing before a Board or Committee to provide public comments on items which are not found on the agenda of the board or committee, the following rules apply:

1. "Public Comments on Non-Agenda Items" shall be placed on the quarterly meeting of the Parkland Board of Managers.

2. Subject to the discretion of the Chair of each Board or Committee, all non-agenda public comments shall be presented towards the beginning of each meeting but after all public comments on agenda items.

3. Members of the public wishing to speak on a non-agenda item must register to speak at a specific meeting and list the subject matter on which they intend to speak, prefaced with the words "Non-Agenda Item" before the subject matter description.

4. Please register to speak by submitting the appropriate form. The deadline to register to speak is 4 p.m. the day before the scheduled meeting. To register to speak, fill out and email the form information to morgan.simmons@phhs.org. Members of the public can also register by calling 214-590-4567 and providing the required information.

5. Registered speakers must check in at the open meeting in which they are registered to speak so the Chair knows they are present and available to speak.

6. Registered speakers are given three minutes to speak. Time cannot be transferred, either between topics or to other speakers at the open meeting. However, the Chair of each Board or Committee retains the ability to extend the time limits as deemed appropriate. Time allotments may be adjusted to conform to state law exceptions for certain speakers who require special assistance. However, the public is advised extensions will not be commonplace.

7. **Maximum Time:** Maximum public comment on any one agenda topic shall be limited to 30 minutes regardless of the number of speakers. Registered speakers may be called on a first come basis. Notwithstanding this limit, the Chair of each meeting retains the ability to extend the time limits as deemed appropriate, if the extensions are done in a fair and equitable manner. Time allotments may be adjusted to conform to state law exceptions for certain speakers who require special assistance. However, the public is advised extensions will not be commonplace.

8. **Form for Registration:** The below form requires a person to provide their full legal first and last name and identify the subject on which they intend to speak in order to be properly registered. Registration applicants must also list the specific meeting, by date, Board or Committee, and time of the meeting. Registration applicants are encouraged to provide their full physical address, email addresses and any IDs for texting, including cell phone numbers.

   Form: Registration for Public Comments:

   a. Full Legal Name:
   b. Address:
   c. City:
   d. Zip:
   e. Email Address:
   f. Phone Number:
   g. Txt ID or Number:
   h. Board or Committee:
   i. Date of Meeting:
   j. Time of Meeting:
   k. Subject Matter:

9. **Rules of Decorum and Conduct**:
   a. These Rules of Decorum and Conduct apply to the registered speakers as well as members of the audience who are not presenting.
   b. The business of the Parkland Board and Committees are by and between the members of the board, staff, consultants, and specialists.
   c. While the public is invited to attend all meetings (with the exception of executive sessions) and encouraged to attend, the public's participation is limited to that of observers unless a member of the public makes a proper request to address the body to speak during the meeting. A call for comments during a public hearing qualifies as a properly designated time to allow a member of the public to speak.
   d. The Board has expectations that all members of the public will be courteous and respectful to others, will be patient when listening to others speak, will not interrupt when others are speaking, and will be mindful of everyone else's time.
   e. All persons present at a meeting have an obligation to obey the presiding officer (normally the Chair) who holds the duty to maintain order.
   f. Members of the public must conduct themselves in a professional, calm, and respectful manner at all times.
   g. Members of the public may not use the public podium to conduct purely private business, to address the public at large, or for business which is not proper public

business. The public comment provisions allow members of the public to directly address Parkland's Boards and Committees conducting health system business.

h. When presenting, registered speakers must address their comments to the Board or Committee and not Parkland staff or other members of the public.
i. The public should understand and respect the fact the members of the Boards and Committees are precluded from responding and answering questions for non-agenda items raised during public comments. The members may only make a short, direct, statement of fact or policy. So, registered speakers should refrain from asking questions of the Board or Committee members during this time period.
j. Registered speakers cannot utilize disruptive behavior, including shouting; must confine their presentation to the listed agenda item(s); cannot utilize profanity, threatening language, racial, ethnic, or gender slurs or epithets and threatening gestures; and must be respective of everyone's time while speaking.

10. **Board/Committee Interaction:**
    a. Board members should refrain from entering into conversations with registered speakers in order to avoid accidently venturing into subjects not properly before the body.
    b. Individuals invited to attend and give a presentation do not need to register to speak and the Board and Committee members may engage with such presenters as part of the normal agenda process.
    c. Board and committee chairs should advise members of the public at the beginning of the meeting that the Board and Committee members will not respond or engage in conversations with registered speakers, even if related to an agenda item. However, the members will attempt to address comments from the public during the meeting, if possible.
    d. Board and committee members should wait until an item is called before speaking to any concerns or issues raised during public comments.
    e. All Boards and Committees are entitled to place an issue or concern raised by a registered speaker on a future agenda.