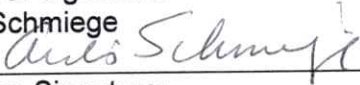




STILLY VALLEY HEALTH CONNECTIONS POLICY & PROCEDURE

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| Number:05-3-001 | Effective Date: 7/18/2025 |
| Approval Signature: Ardis Schmiede  | Approval Date: 7/18/2025 |
| Revision Signature: | Revision Date: |

Title: Guidelines for Public Comment at Public Hospital District #3, Snohomish County, Board Meetings

Scope: The following general procedures are applicable to all types of public comment at regular meetings at Public Hospital District #3, Snohomish County.

Policy:

In Washington State, public meetings are bound by parliamentary principles which provide the rules and guidelines for the conduct of public meetings. Public Hospital District #3, Snohomish County (PHD#3) meetings are available for the public to attend either in-person or online.

- a. There are three ways members of the public can address the board.
 - i. **In-Person Comment.** To provide a general comment at a public meeting in person, the commenter must sign-in on the sign-up sheet before the start of the meeting using their legal name. When called to speak, the commenter may not wear costume masks that obscure the entirety of their face to address the Board of Commissioners. Commentors may wear face coverings as per public health requirements and /or recommendations.
 - ii. **Online Comment.** To provide a verbal public comment online, the commenter must sign up in advance with the Superintendent/CEO by emailing ardis@stillyvalleyhealth.org by 3 pm on the day of the meeting. The commenter will receive an emailed reply with the Zoom link to attend online. The link can also be found on Stilly Valley Health Connections website, stillyvalleyhealth.org. The Board President will call those who have signed up in advance by name to provide comment.
 - iii. **Written Comment.** Members of the public may also provide the Commissioners with written comment by sending the written comments via email to the Superintendent/CEO at ardis@stillyvalleyhealth.org. Written comments must be submitted by the 3 pm deadline on the day of the meeting. The written comments will be entered into the public record and each Commissioner will receive a copy.

- b. The guidelines for all in-person and online comments are as follows:
- i. All public comments are made during the specific portion of the agenda.
 - ii. The Board President will call on all in-person individuals who signed in, and all online individuals who signed up to speak before 3pm on the day of the meeting.
 - iii. The commenter must state their full name.
 - iv. Comments are addressed to all Commissioners as a whole, and not to individual members, staff, or audience members.
 - v. Keep comments to three (3) minutes stating what you: support, oppose, suggest, or are calling attention to.
 - vi. Comment time may not be added to or donated to other speakers.
 - vii. All public comments will not exceed more than 30 minutes in total.
 - viii. If a response is requested, state that during your comment and provide the preferred form of contact so that a staff member can follow up.
 - ix. The Commissioners will listen to the comments but will not respond to or ask questions of the commenter.
 - x. Comments or behavior not allowed:
 1. Name-calling or personal attacks, obscene or indecent remarks, or derogatory comments to personalities.
 2. Advertising or promoting the sale of products or services.
 3. Promotion of candidates running for public office, upcoming ballot measures, or contests.
 4. Any speech/actions that disrupt or impede the orderly conduct of the public meeting.
 - xi. All verbal comments will be summarized and included in the meeting minutes, which is a public record.
- c. The guidelines for all written comments are as follows:
- i. The commenter must include their full name with the written comment.
 - ii. The written comments are addressed to all Commissioners as a whole. Not to individual members, staff, or audience members.
 - iii. Keep comments to 500 words, stating what you support, oppose, suggest, or are calling attention to.
 - iv. If a response is requested, state that in the written comment and provide the preferred form of contact so that a staff member can follow up.
 - v. The Commissioners will read all written comments but will not respond to or ask questions of the commenter.
 - vi. Comments or behavior not allowed in the written comments:
 1. Name-calling or personal attacks, obscene or indecent remarks, or derogatory comments to personalities.
 2. Advertising or promoting the sale of products or services.

3. Promotion of candidates running for public office, upcoming ballot measures, or contests.
 - vii. All submitted written comments will be copied and shared with each board member and kept as a public record.
- d. The expectation is that members of the public will follow the guidelines and respect the board, staff, and other members of the public in attendance. If an individual, or individuals create interruptions that make the orderly conduct of a meeting unfeasible, the Board President will use the following five step procedure:
 - i. Tell the person(s) they are interrupting the meeting.
 - ii. Cite the interrupting conduct.
 - iii. Ask them to stop.
 - iv. Warn them that continuing the disruptive conduct may result in their removal.
 - v. Order them removed by a board motion if behavior continues.
- e. If there is concern about the physical safety of the board, staff, and members of the public attending, a staff member will call 911 immediately to request assistance from the Arlington Police Department.
- f. There are two options for the board to use if removing the interrupter(s) doesn't restore meeting order:
 - i. Clear the room of spectators and continue the meeting.
 - ii. Adjourn the meeting and reconvene it at a different location the body of Commissioners choose by a majority vote.
 - iii. In either event, the Board of Commissioners can only finally dispose of matters listed on the agenda, and can't exclude media (unless they participated in the interruption).