

**BEFORE THE BOARD OF HEALTH  
SPOKANE REGIONAL HEALTH DISTRICT**

**RESOLUTION #24-05**

**RE: AMENDING A POLICY ON PUBLIC COMMENTS, CONCERNS AND CONDUCT DURING BOARD MEETINGS**

WHEREAS, Resolution #18-01 addressed the need to promote an orderly system of holding a public meeting so that business of the Board of Health may be conducted in an efficient and effective manner; and

WHEREAS, the Washington State Legislature revised the Open Public Meetings Act in 2022 allowing for 1) oral public comment at meetings, 2) written public comment to be received at meetings or 3) written public comment to be received a reasonable time prior to meetings; and

WHEREAS, the Board of Health incorporated written public comment to be received prior to the board meeting into the bylaws to allow the board members time to more effectively consider, and research if necessary, the issues raised in the public comments; and

WHEREAS, the Board of Health received input from citizens and staff asking for the ability to provide oral comments at Board of Health meetings and desires to address these requests;

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF HEALTH, that Resolution #18-01 is rescinded and the attached Policy on Public Comments, Concerns and Conduct During Board Meetings is hereby adopted, and

BE IT FURTHER RESOLVED, that the provisions of the attached policy shall be effective immediately upon adoption.

Signed this 25th day of July 2024 in Spokane, Washington.

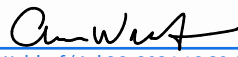
**SPOKANE REGIONAL HEALTH DISTRICT  
BOARD OF HEALTH**

  
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CHAIR, COMMISSIONER JOSH KERNS

  
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COMMISSIONER MARY KUNEY

  
\_\_\_\_\_  
BOARD MEMBER MONICA BLYKOWSKI-MAY

  
\_\_\_\_\_  
BOARD MEMBER PATRICIA KIENHOLZ

  
\_\_\_\_\_  
Amber Waldref (Jul 26, 2024 16:39 CDT)  
VICE CHAIR, COMMISSIONER AMBER WALDREF

  
\_\_\_\_\_  
COUNCIL MEMBER MICHAEL CATHCART

  
\_\_\_\_\_  
BOARD MEMBER CHARLIE DURANONA



<b>POLICY:</b> Public Comments, Concerns and Conduct During Board Meetings	<b>NUMBER:</b>
<b>DATE ENACTED:</b>	<b>LAST REVIEW:</b>
<b>DIVISION:</b>	<b>APPROVER:</b>

**PURPOSE**

These rules are intended to promote an orderly system of holding a public meeting and to provide every person an equal opportunity to be heard.

**POLICY**

**Meeting Participation**

All regular meetings of the Spokane Regional Health District Board of Health are open to the public and citizens are encouraged to attend and participate. Each meeting includes the agenda item, "Citizen Input" for citizens to address any item they wish to the Board. Citizens wishing to participate are requested to record their name, address, phone number, and the last time they spoke to the Board on the designated sign-in sheet and wait to be called to the podium to speak. Completion of the sign-in sheet is not a prerequisite to addressing the Board during Citizen Input but is contingent upon the Chair's discretion.

The total time allotted at each meeting for citizen input will not exceed 15 minutes unless otherwise approved by the Chair or by a majority vote of members present at the meeting. Remarks are limited to three (3) minutes per person unless the number of citizens signed up for comment exceed five (5). If the number of citizens signed up for comment exceeds five (5), the Chair will determine the order and time limit for each speaker. Citizens who have not commented before the Board at previous meetings will be given preference. Those who have commented to the Board previously will be taken in order of least recent to most recent.

Citizens not providing input during the first 15 minutes will have an opportunity to address the Board at the end of the meeting unless otherwise ordered by the chair.

**Protocol While Addressing the Board**

Citizens addressing the Board during the Citizen Input portion of the meeting will be requested by the Chair to step up to the podium, give their name and address for the record, and limit their remarks to three (3) minutes per speaker unless otherwise designated by the Chair. The Chair may establish an alternative time limit for Citizen Input at individual meetings, as deemed necessary.

Only the Chair, members of the Board and the citizen having the floor shall be permitted to enter into any discussion, either directly or through members of the Board. No questions shall be asked of the Board, except through the Chair. The Board will then determine the disposition of the issue.

**Conduct While Addressing the Board**

All remarks will be addressed to the Board as a whole. Any citizen making personal, impertinent, or slanderous remarks, or who becomes boisterous, threatening, or personally abusive while addressing the Board will be ruled "out of order" by the Chair. The citizen whose comments have been ruled out of order shall immediately cease and refrain from further improper comments or may be requested to leave the meeting.

The Chair has the authority to enforce the rules of the Board and to preserve order at all Board of Health meetings, including but not limited to, ordering the removal of any person from any meeting for violating these rules, ordering the meeting room cleared, and/or adjourning the meeting.

**Written Communications**

Interested parties, or their authorized representatives, may address the Board by written communication in regard to any matter concerning the Spokane Regional Health District's business. Written communication can be submitted to the Board by sending an email to the "public comment" address listed on the Board of Health website or by mail to the Clerk of the Board at the Spokane Regional Health District. Written communication submitted by email or mail received no later than twenty-four (24) prior to the start of the regular meeting will be entered into the meeting record.

Written communication may also be submitted in-person at a meeting by providing adequate copies of the communication to the Clerk of the Board who will then distribute copies to the Board members.

All written communication received will be entered into the meeting record.