



## PUBLIC COMMENT PROTOCOL

The Collaborative Community Planning Council strongly believes that opening discussion to a diversity of opinions facilitated an informed decision-making process, and furthers the Planning Council’s mission towards creating an integrated, effective system that provides care and services for all people affected by HIV/AIDS. The purpose of this protocol is to create a formal methodology by which the Planning Council encourages members of the public to share their experiences and opinions on issues affecting the community. In order to address this purpose, the Planning Council has adopted the following protocols governing public participation during Planning Council meetings.

Public Comment will be held at each Planning Council meeting and speakers will be permitted to speak prior to a voting agenda item. A staff liaison will be designated to follow-up with each person making a public comment. Public comment follow-up will be a standing agenda item.

Members of the public who wish to address the Planning Council on any item appearing on the agenda must first file a *REQUEST TO SPEAK* form with the Planning council staff on the form provided. The form may be completed on the day of the meeting but must be submitted to Planning Council staff prior to the Council’s consideration of the agenda item and prior to approaching the podium. Once discussion of the agenda item has commenced, no person shall be permitted to address the Planning Council, or the item, other than those persons who have submitted a *REQUEST TO SPEAK* form, or those responding in accordance with parliamentary procedures. The person’s name will be called by the CCPC Co-Chair when the item is announced for discussion. Speakers are required to limit their remarks to the issue(s) presented to allow all interested persons an equal opportunity to present their comments to the Council.

**SPEAKERS SHALL BE PERMITTED TWO (2) MINUTES TO ADDRESS THE PLANNING COUNCIL.**

**WRITTEN COMMENTS ARE ALWAYS WELCOME AND WILL BE DUPLICATED AND DISTRIBUTED TO ALL MEMBERS OF THE PLANNING COUNCIL IN A TIMELY MANNER.**

Public members who have completed a *REQUEST TO SPEAK* form will speak on a first-come first-served basis, to a maximum of 10 speakers. If more than 10 members of the public have completed the *REQUEST TO SPEAK* form at the time the agenda item is called for discussion, the first 10 speakers will be chosen by a lottery system. The Co-Chair may allow additional time for Public Comment as permitted by the agenda. In this case, additional speakers who have filed a *REQUEST TO SPEAK* form will be chosen by a lottery system.

