



## **POLICY:**

1. Whenever feasible, remote access utilizing video or telephonic conferencing shall be provided to the public for all Board meetings during the COVID-19 state of emergency.
2. As part of the notice published for Board meetings, Gallatin City-County Health Department (GCCHD) staff shall include the information necessary for the public to access and participate in the meeting using video or telephonic conferencing, how documents to be discussed during the meeting can be viewed by the public in advance of and during the meeting, and how the public can submit written comment in advance of the meeting.
3. A GCCHD staff member shall operate and moderate the remote meetings using a video or telephonic conferencing platform.
4. Individuals attending the meetings via video or telephonic conferencing shall indicate that they want to comment on a particular item at the time requested by the Board Chair. Individuals will be allowed to comment in the order in which they request to provide comment. Once called to provide comment, the individual giving comment shall state their name and address on the record.
5. No more than ten members of the public may attend each Board meeting in person. Staff shall manage the meeting in a manner that complies with federal, state, and local requirements for social distancing and shall maintain appropriate social distancing of meeting attendees.
6. If members of the public seek to attend a Board meeting in person, and more than ten individuals are in attendance in-person at the meeting, conference rooms or other areas at the meeting location will be made available for members of the public to attend the meeting remotely. Members of the public must maintain at least six foot distancing in the meeting room and in any remote-participation area. For those individuals wishing to provide comment in-person, GCCHD staff will bring the individuals to the meeting room in small groups, so as to keep the number of individuals in the meeting room to no more than ten individuals.
7. At the discretion of the Board Chair, all public comment will be limited to five minutes per individual.
8. Members of the public are encouraged to provide written comment to the Board in advance of each meeting. The Board will not accept anonymous written comments.
9. The Board will accept written comments from the date that the meeting notice is published until 4:00 p.m. on the day before the meeting. The written comments can be submitted in hardcopy form or by email to the following addresses:

Gallatin City-County Health Department  
215 W. Mendenhall  
Bozeman, Montana 59715  
[BOHPublicComment@gallatin.mt.gov](mailto:BOHPublicComment@gallatin.mt.gov)

10. Individuals submitting written comment should be respectful of others and follow normal meeting decorum, recognizing that comments will be viewable online and should not include any vulgar or offensive language.
11. GCCHD staff will provide all written comment received by the 4:00 p.m. deadline to Board members in advance of the meeting and will make the comments available for public viewing online.