



Policy on "Comments from the Public" at GCWDB Meetings

Approved 12.08.2022



Chair, Green Country Workforce Development Board



Date

The Green Country Workforce Development Board (GCWDB) desires to be open to the public and encourages communication in order to hear the viewpoints of citizens throughout the Green Country Workforce Development Board Area. The GCWDB considers the responsible presentation of these viewpoints vital to the efficient operations of the System and the GCWDB. System stakeholders, workforce partners, businesses, and other patrons are encouraged to attend GCWDB Meetings so that they may become better acquainted with the operation and programs of the Green Country Area, and that the GCWDB may have an opportunity to hear the wishes and ideas of the public.

The GCWDB will have an agenda item labeled "Comments from the Public" on each Regular GCWDB Meeting Agenda that affords citizens the right to speak on any action item on the Agenda for that meeting. Matters not on the Agenda are not proper subjects for discussion. Members of the public shall not be recognized or allowed to be heard or participate at any other time during the Meeting or while the GCWDB is conducting its official business. The purpose of the GCWDB meetings is to carry on the business of the Green Country Workforce Development Board in an orderly and businesslike manner. Therefore, the GCWDB sets the following rules for public participation at GCWDB meetings:

- A. All meetings of the Board will be open to the public.
- B. The Board shall conduct its business pursuant to the Oklahoma Open Meeting Act. The meetings are not public hearings, but are meetings held in the public. Spontaneous discussion from the audience will not be permitted.
- C. As the purpose of the "Comments from the Public" agenda item is to hear the comments, concerns and opinions of patrons, GCWDB Members and administrative staff shall not respond to questions from the public. The Oklahoma Open Meeting Act prevents the discussion or action by the GCWDB on any item presented under the "Comments from the Public" Agenda topic.
- D. Information about items on the agenda should be obtained from the Workforce Board Executive Director.
- E. All visitors shall be asked to list their names on the meeting's attendance/sign-in sheet.
- F. Pursuant to the Oklahoma Open Meeting Act, an item must appear on the posted agenda if discussion and action are to occur.
- G. "Comments from the Public" is not when Workforce System Partners or stakeholders should discuss reports or provide updates of projects. An agenda item will be clearly labeled for these types of reports if such reports are necessary.
- H. Advanced requests to address the GCWDB is not required but will be accepted. Advance requests for permission to address the GCWDB must be submitted to the GCWDB Executive Director in writing no later than five days (not including weekends or holidays) preceding a meeting of the GCWDB. The request shall state the name of the individual or group submitting the request, a telephone number and mailing address, the purpose of the request and topic to be presented.

- I. The GCWDB Executive Director shall confer with the GCWDB Chair concerning whether the requested item should be placed on an agenda and, if so, the appropriate meeting for such discussion. The GCWDB Executive Director will respond to all written requests that an item be placed on an agenda.
- J. At the meeting, the GCWDB Chair shall recognize speakers, maintain proper order, and adhere to time limits established by this policy:
 - 1. During the agenda item for “Comments from the Public”, if there is allowable time, a limit of five (5) minutes is established for individuals addressing the GCWDB.
 - 2. Groups or organizations shall designate one spokesperson to address the GCWDB.
 - 3. The GCWDB reserves the right to limit repetitive comments.
 - 4. All presentations pursuant to this policy shall be directed to the Chair of the GCWDB. No questions or comments shall be directed to GCWDB members except upon approval of the Chair.
 - 5. Members of the GCWDB and the Board Executive Director may ask questions of any person who addresses the GCWDB.
- K. This policy does not create a right to address the GCWDB. The GCWDB reserves complete control over its agenda and the conduct of its meetings.