



**PROTOCOL FOR COMMENTS BY THE PUBLIC AT MEETINGS OF THE
UNIVERSITY HOSPITAL COMMUNITY OVERSIGHT BOARD**

The University Hospital Community Oversight Board conducts meetings pursuant to the requirements of the Open Public Meeting Act (Sunshine Law). The law neither requires nor prohibits public comments. The Community Oversight Board will permit members of the public to speak in accordance with this Protocol, provided that the comments are for appropriate public purposes and do not interfere with the accomplishment of the business of the Community Oversight Board.

The following rules shall apply to all public comment:

1. An individual requesting to speak must, in advance of the meeting or just prior to the commencement of the meeting indicate his or her desire to speak. This may be done by contacting Ms. Tammy Robinson of the Office of the University Hospital Community Oversight Board at 973-972-5658 or by completing the Public Comment sign-in sheet with Ms. Robinson prior to the start of the proceedings. The request to speak must include a brief description of the topic to be discussed.
2. The topic to be discussed must be a matter of public concern and not purely an individual matter.
3. When recognized, each speaker must indicate his or her name and address, and his or her relationship to University Hospital, if any. Each speaker will be permitted up to five (5) minutes for his or her comment.
4. The process of public comment shall be overseen by the Chair of the Community Oversight Board, including the point in the meeting when comment shall occur and the total duration of time allotted to public comment. An individual wishing to speak who has not followed this Protocol may or may not be permitted to speak at the sole discretion of the Chair of the Community Oversight Board.
5. This Protocol shall be contained in each public meeting notice and also posted on the entrance to each public meeting.