



# **Fremont Counseling Service**

*Providing Mental Health and Recovery Services to Fremont County*

*An Equal Opportunity Provider*

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## **GUIDELINES FOR PUBLIC PARTICIPATION IN BOARD MEETINGS**

### Policy

Meetings of the Board of Directors of Fremont Counseling Service are open to the public and meeting agenda items will be discussed in an open forum (with the exception of Executive Sessions).

Members of the public will have opportunities to address the Board of Directors during the Public Comment period of the agenda and, when addressing specific agenda items, at the appropriate time during the course of the meeting.

### Procedure

1. Once a member of the public has been recognized by the presiding officer of the Board of Directors the individual should stand and state their name and make their comments or identify the agenda item they wish to discuss.
2. Comments by members of the public should be brief and to the point and will be limited in time to five (5) minutes. However, the presiding officer may extend time, as necessary.
3. The presiding officer reserves the right to move the meeting along in the interest of completing FCS business in a timely manner.
4. If comments are in regard to an agenda item, members of public should:
  - A. Listen for the agenda item to be introduced by the presiding officer and hear any recommendations.
  - B. Wait until the presiding officer asks if any member of the public wishes to speak on the item.
  - C. Raise their hand and wait to be recognized by the presiding officer.
  - D. State their name and their question / comment on the issue and what action, if any, they would like the Board to consider.
  - E. After a motion has been made, discussion is limited to Board Members only, unless the presiding officer chooses to suspend the proceedings and invite additional public comment.
5. Defamatory, abusive, or remarks that attack the character of anyone are out of order and the privilege of speaking will be terminated if such types of remarks persist.
6. Issues regarding an individual client, staff member or stakeholder will not be addressed in a public meeting, but should be brought to the attention of the Executive Director or the Board President.

