



## Providing Public Comment In-Person Meetings – verbal or written

The OHSU Board of Directors greatly values the opinions, perspectives and thoughts of the communities it serves. As such, we amended the board bylaws Sept. 27, 2024, to include up to 30 minutes for public comments at each public meeting.

Comments are limited to three minutes in duration to accommodate as many speakers as possible. The board chair reserves the right to further limit the duration and number of speakers to accommodate requests to speak. If the number of public comment requests exceeds the allotted time, selections will be made on a first-come, first-served basis, according to when the form was submitted and considering redundancy of topic.

If you wish to provide public comment at a public board of directors meeting that will be held in person, you have the option to do so verbally (in person or virtually) or in writing, in accordance with the steps outlined below:

### 1. Sign up to provide verbal comments in person

Sign up to provide verbal comments by filling out all fields of [this form](#) 24 hours in advance of the meeting time, including:

- Your first and last name
- Your email address
- Your affiliation with the university, if any
- The topic of your comments

If you are selected to provide a comment, a confirmation will be sent to the email address provided. You will be required to show identification upon arrival. When the board chair calls your name, approach the presenter's table. A clock will be visible, and your three minutes will begin when you sit down.

When your three minutes is up, please exit the presenter's table.



## Oregon Health & Science University Board of Directors

### **2. Sign up to provide verbal comments virtually**

Sign up to provide virtual verbal comments by filling out all fields of [this form](#) 24 hours in advance of the meeting time, including:

- Your first and last name
- Your email address
- Your affiliation with the university, if any
- The topic of your comments

If you are selected to provide a comment, a unique link to the virtual meeting will be sent to the email address provided, where you will be muted and not visible until your turn to address the board of directors. Please do not share this link; each person wishing to speak must register individually. When it is your turn to speak, the moderator will change your designation from participant to speaker and unmute you.

When your three minutes is up, you will be muted and removed from the meeting. If you wish to view the rest of the board meeting, you will need to log in to the public Youtube link found [here](#).

### **3. Submit written comments**

Submit written comments by emailing [ohsuboard@ohsu.edu](mailto:ohsuboard@ohsu.edu) at least 48 hours before the start of the meeting to allow time for distribution and review. Please include "For public comment" in the subject line. Your email will be printed and provided to each member of the board.

OHSU public board meetings are recorded and publicly accessible during the meeting and on posted on OHSU's website after the meeting takes place. If during your verbal testimony you choose to disclose personal information, please understand the information you share will be accessible and/or viewable by members of the public. Further, submitted written testimony is a public record subject to disclosure under ORS 192 (Oregon Public Records Law).

[Accommodation](#) requests must be made 48 hours in advance. To request an accommodation, please email [ohsuboard@ohsu.edu](mailto:ohsuboard@ohsu.edu).