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Owner **Mary Murphy:**
Board Governance Committee Member
Area Hospital Commission

Board Policy regarding Public Participation during Board Meetings

I. PURPOSE

Lake Chelan Health Board of Commissioners meetings are for the primary purpose of the Board to conduct Board business on behalf of the Hospital District. The Board complies with Washington State Open Public Meetings Act, Public Records Act and all other laws regarding public meetings when conducting Board meetings. State laws require that public agencies must allow for the public to orally comment at the meeting or submit written comment prior to or at all regular meetings. Guidance is necessary to assist the public to provide comments in the Board meetings in ways that meet all laws and Hospital District policies.

II. POLICY STATEMENT

The Board of Commissioners of Lake Chelan Health values and encourages community input during the "Public Comment" period (s) of the Board meeting. Public comment is any comment provided by the public as part of a Board meeting. Public comment is not required in emergency situations and is not required (but is recommended) at special meetings, even when final action is taken. If oral comment is allowed and an individual who has difficulty attending the meeting in-person requests an opportunity to provide oral comment remotely, the agency must provide this opportunity when feasible.

III. SCOPE

This policy provides guidance to the Lake Chelan Health Board of Commissioners and all who wish to provide public comment in the Public Comment period of a Board meeting.

IV. ROLES & RESPONSIBILITIES

The Lake Chelan Health Board of Commissioners or the Board's designee is responsible to enforce this policy.

V. DEFINITIONS

Public Comment: The Public Comment period is not a time for dialogue. A meeting of a public board is not a meeting of the public. It is a meeting of the board that is held in public. The purpose of the Public Comment period is for the board to receive input from its community. It is, in fact, a one-way communication to the board. The public does not participate in making decisions. Instead, it provides input to the governing body, which will take that input into account in making its decisions.

VI. PROCEDURE

Public comment addressed to the Board is to be provided in any of the following three ways: written, in-person, or remotely.

Written Public Comment

To be read at the next Board meeting in the Public Comment period and to become part of the official meeting record, written comments must be signed, addressed to the Lake Chelan Health Board of Commissioners and received at the office of the Hospital Administrator at 110 South Apple Blossom Drive, Chelan, Washington 98816 or emailed to info@lcch.net at least 24 hours prior to the Board meeting start time.

In-Person Comment

We request in-person speakers to sign their name on a form provided in the meeting room prior to the Board meeting so that during the Public Comment period of the meeting speakers can be called on to speak in the order of their signature on the form.

Remote Public Comment

Community members who attend virtually will be called on to speak during the Public Comment period by raising a hand during the meeting to let the Board Chair know they would like to speak. Speakers are requested to provide their name for the record.

Participation Guidelines for the Public:

1. Generally, the total "Public Comment" period will be no more than 30 minutes or at the discretion of the Board Chair.
2. Generally, each speaker has three minutes to address the Board. If more than 10 people have signed up to speak, speakers are limited to two minutes.
3. Please be advised that each speaker's public comment is being documented.
4. Please give your name when you provide comment.

5. All comments must be addressed to the whole Board, not individual members, staff or members of the audience.
6. Questions will not be answered during a speaker's turn, but a speaker is encouraged to leave their contact information with the administrative assistant for staff to follow up.
7. Online "chat" feature will not be available during Board meetings.
8. During election season, no person is permitted to use the public comment portion of a meeting to promote or oppose any candidate for public office.

Notice of Disclosure to the Public

All emails, and attachments, sent to and from Lake Chelan Health are public records and can be subject to disclosure pursuant to the Public Records Act (RCW Chapter 42.56). Additionally, Lake Chelan Health can publish comments received that pertain to Board meeting agenda items, and/or to the Board's meeting packet online. This includes any attachments or other supporting materials, including any business or personal information (name, email address, phone, etc.) provided.

VII. REFERENCES

Revised Code of Washington

Washington State Open Public Meetings Act

Washington State Public Records Act

Municipal Research and Services Center (MRSC.org)

VIII. ATTACHMENTS

N/A

**This policy may be revised at any time without prior notice. All revisions supersede prior policy and are effective immediately upon approval.*

**Any printed policy is not valid past the print date and should not be relied on for official purposes. Current versions of all policies can be found in PolicyStat.*

Approval Signatures

Step Description	Approver	Date
Board Approval	Wendy Kenck: Executive Assistant	11/18/2025
Administration	Aaron Edwards: CEO	11/18/2025

Policy Management
Committee

Committee Policy
Management: Policy
Management Committee

11/17/2025

Mary Murphy: Board
Governance Committee
Member

11/11/2025