

## MEMORANDUM

DATE: May 8, 2020

The following is OHCA's policy regarding public comments at teleconferenced Medical Advisory Committee (MAC) meetings.

1. Any member of the public who wishes to speak at a teleconferenced MAC meeting must provide notice to [macommentts@okhca.org](mailto:macommentts@okhca.org) or (405) 522-7114, at least twenty-four (24) hours in advance of said meeting. Such notice may be oral or written, and must include:
  - a. The person's name;
  - b. The telephone number from which the person will be joining the teleconference; and
  - c. The topic on which the person wants to speak.
2. A member of the public may also provide a written copy of his or her comments (optional).
3. Each member of the public who provides the aforementioned notice per Paragraph No. one (1), above, shall be given:
  - a. A telephone number or electronic link to be used to join the teleconference; and
  - b. The number in order in which the person shall speak (i.e., "Number 1 of 3 public comments").
4. The member of the public must join the teleconference before the MAC meeting begins.
5. The member of the public shall keep his or her phone on mute at all times, other than for the two-minute interval during which he or she is called to speak.
6. Any member of the public who uses offensive language or who is otherwise disruptive to the teleconference, in the sole discretion of the MAC, will be removed from the teleconference.
7. If, for any reason, the member of the public cannot participate in the teleconference, any written comments that were provided with his or her notice in accordance with Paragraph No. two (2), above, will be read into the record by OHCA staff during the person's two-minute speaking interval. Language that violates the State of Oklahoma Commenting Policy will not be read into the record. See [https://www.ok.gov/cio/Policy\\_and\\_Standards/Social\\_Media/State\\_of\\_Oklahoma\\_Commenting\\_Policy.html](https://www.ok.gov/cio/Policy_and_Standards/Social_Media/State_of_Oklahoma_Commenting_Policy.html).
8. OHCA shall publish on its website, along with the Agenda and other MAC meeting materials, a telephone number or electronic link that can be used to join the teleconference and any written copy of public comments provided in accordance with Paragraph No. two (2), above. Language that violates the State of Oklahoma Commenting Policy will not be published. *Id.*