

# Guidelines for Providing a Public Comment During a Board Meeting

## Medical Cannabis Policy Advisory Board

The Medical Cannabis Policy Advisory Board values input from constituents and takes public comment on all discussion items before the Board for review and consideration. Follow these instructions to provide public comment. *Only comments made on agenda items will be considered.*

Public comments will be limited to two minutes per person. If you want more time, you must request it from the board chair. The chair may accept or reject requests for additional time. A public comment period is not guaranteed every meeting. The chair has the authority to create or remove the public comment period from the agenda or during the meeting. Please state your name and your affiliation when making a public comment so it can be reflected in the meeting minutes.

### **To make a public comment over zoom:**

- Use the Zoom webinar link: <https://utah-gov.zoom.us/j/88588314941> or Webinar ID: 885 8831 4941
- The Zoom public chat will be disabled during public board meetings, and if you want to make a comment you will need to fill out the “Public Comment Registration Form” found on the public notice website.
- The chair will indicate when it is time for the public comment period, and will determine when it is your turn. You will then be taken off of mute.
- Take 2 minutes to make your comment.
- The chair will then decide whether to take additional comments other than those who filled out the “Public Comment Registration Form,” and you will use the raise hand icon on zoom to indicate that you would like to make a comment.

### **To make a public comment in-person:**

- Sign in on the “Public Comment Sign-in Sheet” with your name and indicate what agenda item you want to make a comment on.
- The chair will indicate when it is time for the public comment period.
- The chair will indicate when it is your turn, and you will come up to the “Public Comment Table” to speak.
- You will have two minutes to make your comment.

For additional information, to make a suggestion for agenda items, or to contact board members or DHHS/UDAF staff, you can send an email to [mcpab@utah.gov](mailto:mcpab@utah.gov).