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## Public Comment Protocols

### WHY WE ASK FOR COMMENT

The Consortium strongly believes that opening discussion to a diversity of opinions facilitates an informed decision-making process, and furthers the Consortium's mission towards advocating on behalf of and providing support for people infected with and affected by HIV/AIDS.

### PURPOSE FOR PROTOCOLS

The purpose of this protocol is to provide a structure for encouraging members of the public to share their experiences and opinions on issues affecting the community. In order to address this purpose, the Consortium is utilizing the following protocols concerning public participation during the Consortium Allocations Process.

### SIGNING UP TO SPEAK

Members of the public, who wish to address the Consortium on issues or concerns related to the development of Allocations Recommendations, should sign in on the Public Comment sign-in sheet and file a **Request to Speak** form.

Speakers are asked to limit their remarks to the issues presented to allow all interested parties an equal opportunity to present their comments to the Consortium.

The Consortium provides recommendations on service deliver system changes needed to meet the requirements of the Ryan White Treatment Modernization Act. **Please keep your comments in the context of service delivery and medical care** rather than speaking about agencies that deliver these services.

- ✓ SPEAKERS SHALL BE PERMITTED 3 MINUTES TO ADDRESS THE CONSORTIUM.
- ✓ WRITTEN COMMENTS ARE ALWAYS WELCOME AND WILL BE DUPLICATED AND DISTRIBUTED TO ALL MEMBERS OF THE CONSORTIUM IN A TIMELY MANNER.

Public members who have completed a Request to Speak form will speak on a first-come, first-served basis.

Contra Costa HIV/AIDS Consortium  
PUBLIC COMMENT/REQUEST TO SPEAK

Please complete the information below and submit this form to Consortium staff prior to the discussion of the Agenda Item.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Group/Organization: \_\_\_\_\_

Agenda Item: \_\_\_\_\_

Issue to Address: \_\_\_\_\_

If you do not wish to speak before the Consortium, you may submit brief written comments for consideration (written comments will be distributed to Consortium members).

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