



Jefferson County Health Department Board of Trustees  
Town Hall Meeting, June 15, 2023, 6:00 PM, Hillsboro Civic Club  
Meeting Ground Rules

Thank you for attending the JCHD Board of Trustees Town Hall Meeting and sharing your feedback. In order to host a successful and impactful meeting, please note the ground rules below.

1. **All speakers must be fully signed in by 6:30 pm.** Speakers will be called up in the order they registered.
2. **This town hall meeting will be recorded.** By signing up to speak, you are consenting to being recorded.
3. **Board members will not respond or comment** during the meeting as this would violate Missouri Sunshine Law.
4. **Speakers will have between 3-5 minutes to speak to the board** depending on the number of speakers registered. The time will be officially announced once the meeting begins so speakers are aware.
5. **Please be mindful of your allotted speaking time** and stay within the time limit provided to speakers.
6. **If you have handouts,** you can provide them to the JCHD staff member up at the podium when it is your turn. They will provide them to the board. Please make sure you have enough copies for all 5 board members.
7. **When your name is called to address the board,** please walk up to the podium and return to your seat when your time is complete.
8. **Maintain a respectful space.**
  - a. Use respectful language and be courteous in tone.
  - b. Only the speaker with the microphone should speak or comment at any given time.
  - c. Refrain from disruptive behavior, such as shouting, speaking without being recognized, and interrupting others.