

## Guidance for sharing verbal comments at a public meeting

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Public comment is an opportunity for you to share your thoughts and opinions about a specific topic with Oregon Health Authority staff. Anyone can make a public comment. OHA will not respond to public comments during the meeting, except to answer clarifying or procedural questions. Public comments may be published in OHA's reports and publications.

When sharing a public comment, consider the following:

- When the host opens the public comment portion of the meeting, use the “raise hand” function or send a chat to the host that you would like to comment.
- The host will call your name and unmute you when it is time for you to share your comment.
- Once you are called on, please speak clearly into your microphone
  - State your name, where you live (city or county), and any organization or group that you represent (if any)
- You will have 5 minutes to share your comments
  - The meeting host will start a timer when you begin your comments and will notify you when your time is up. Please conclude your comments when the timer ends. If you continue to speak after the timer has ended, the host may mute you to ensure there is enough time to hear from other commenters.
- Screen sharing is not allowed. If you have documents or materials to share, you may email them to [hcmo.info@oha.oregon.gov](mailto:hcmo.info@oha.oregon.gov).
- Your public comments should relate to the content of the meeting. Do not include private or confidential information in your comments.
- Do not engage in disruptive, threatening, disparaging, or otherwise uncivil behavior. The host may limit or end comments of any person who engages in misconduct.
- If you prefer to share your comment in writing, you can type your comment using the chat function. Comments sent through the chat will only be visible to the host.
- If you are not able to share public comments in the meeting, you can email written comments to [hcmo.info@oha.oregon.gov](mailto:hcmo.info@oha.oregon.gov).