



STATE HEALTH PLANNING AND DEVELOPMENT AGENCY

100 NORTH UNION STREET, SUITE 870
MONTGOMERY, ALABAMA 36104

October 1, 2012

MEMORANDUM

TO: All persons wishing to attend meetings of the Certificate of Need Review Board (CONRB) and the Statewide Health Coordinating Council (SHCC) and any public meetings of committees, subcommittees, study groups and any other public meeting of the SHCC or CONRB

FROM: Alva M. Lambert *amb*
Executive Director

RE: SHPDA Public Meeting Policy

In order to protect public safety and to ensure that public meetings carried out under the auspices of the CONRB and SHCC are conducted in an orderly and open manner, the following rules shall be observed:

1. All meetings must comply with the State Fire Marshal's maximum capacity for the room or auditorium in which the meeting is held. Parties intending to bring large crowds should contact the Agency in advance regarding room capacity.
2. No seats may be reserved in advance of the meeting. The Agency will insure that the Presenters will have seating.
3. No food or drink will be allowed in the meeting room.
4. All cell phones and other electronic devices must be turned off or set to silent mode while the meeting is in session.
5. No stickers or posters.
6. No moving of furniture.
7. No congregating in the hallways.
8. No one will be allowed to stand if all seating is taken.
9. Persons attending the meeting must conduct themselves in a manner befitting a professional business function, i.e., refrain from loud talking while official business of the meeting is being conducted, respect other attendees' personal space, refrain from chanting, shouting, singing, etc.

These measures are intended to ensure that every person attending a public meeting may do so in an environment conducive to orderly public discourse. Due to budgetary and scheduling limitations, it is not possible for the Agency to secure a large auditorium or room for every meeting. Your cooperation, and adherence to these rules, will help us conduct these meetings in a safe, open and fair manner; and is greatly appreciated.