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Logo for Gove County Medical Center

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## Public Requests to Address the Gove County Medical Center (GCMC) Board of Trustees (BOT), ADM-002

### POLICY:

Establishing a process to receive a public request to address the GCMC BOT.

### PURPOSE:

Explaining the process to obtain a designation on the GCMC BOT agenda to address the Governing Board of GCMC.

### PROCEDURE:

The General public may be placed on the GCMC regularly scheduled BOT in accordance with this policy:

A request is sent to the compliance department at GCMC via email ([compliance@gcmc.org](mailto:compliance@gcmc.org)), via telephone 785-754-5183 or in person to the Compliance Officer. The request must be received no less than two (2) weeks prior to the regularly scheduled BOT meeting. The request must contain the following information:

- General topic of presentation
- Scope of presentation

Failure to provide both will result in denial of the request. Broad topics and nondescript topics will not be permitted and the request will be denied.

When a completed request is received, it may be required that the requestor meet with Chief Executive Officer (CEO) and other GCMC employees and a board representative as necessary prior to an upcoming board meeting to determine if they or their topic can be addressed during the board meeting. The

meeting will be held to determine if the topic falls into a category that is appropriate to be discussed at a board meeting or if it can be successfully managed through conversations with administration. Any presentation by the requestor will not be permitted to go beyond the topic and scope that had been approved during this meeting.

This process is to ensure that the board meeting and strategic governance is not interrupted with matters that the board considers closed (which does not require a vote) or with topics, presentations or discussions that do not further progress the objectives, strategy and goals of the hospital. Topics and/or conversations that can and should be handled and addressed outside the board meeting will not be placed on the agenda. Additionally, this process ensures that operational questions are answered with administration and only topics that rise to the level of board governance will be addressed at board meetings. The meeting will also determine if the topic will be represented by the board member or in the CEO report, or if the requestor will be allowed to present their topic directly to the board during the meeting. A presentation does not necessarily mean an opportunity for question and answers. If the topic is put on as a discussion, questions and answers will be permitted. The presenter will have no more than 3-5 minutes, including dialogue with the board. The board may choose to vote on extending the discussion during the meeting. The board may vote to end the conversation early at any time.

Approval Signatures	Step Description	Approver	Date