

## Call To Public

Arizona Medical Board Meetings are open to the public. The agenda for each meeting is posted in advance on the Board's Web site and lists the cases the Board will hear, as well as any other business items requiring Board discussion or approval. One item on every agenda is "Call to Public."

"Call to Public" is a forum for citizens to speak to the Board and voice their opinions or concerns about cases or other matters within the Board's jurisdiction. In order to ensure that as many people can be heard during the Board meeting as possible, each person may speak for up to three minutes. A light system helps keep track of the time.

"Call to Public" is for public comments only. Board Members may not discuss the case with the speaker or ask questions. The Board may respond to criticism, ask staff to review a matter or ask that a matter be put on a future agenda.

Occasionally, some cases attract a lot of public attention. If large groups of people appear at "Call to Public" to speak about a single case, the Board may choose to limit the number of speakers to three (3) per side. The Board will not choose the three people to speak. The group must determine who will speak on the group's behalf.

The Board is interested in what you have to say. The following steps will guide you through the "Call to Public" process.

1. Board meetings are held at 9535 East Doubletree Ranch Road. Parking is available in front of the building and on the street. It is best to arrive at least 15 minutes before the scheduled "Call to Public."
2. When you enter the building, a member of the Board's staff will be sitting in the lobby. Tell that person which case or matter you wish to address and write your initials on the "Call to Public" form.

3. Seats are available in the Board room. You may enter the room at any time, but please do so quietly if the meeting is underway.

4. The Board begins morning sessions with “Call to Public.” The Board Chair will call individual speakers by their initials. Full names of patients are never used during the meeting to protect patient confidentiality.

5. When called, take a seat at the table on the left. The Chair will greet you and remind you to use patient initials only. When asked to proceed, move the microphone close to you and speak clearly. If you go longer than 3 minutes, the Chair may interrupt you and ask you to summarize and conclude.

### Tips for Public Speaking During Call to Public

Although it is not necessary, it is customary for speakers to first address the Chair and then the other Board Members. For example, you could say: “Mr. Chairman, members of the Board, ....”

Prepare what you want to say in advance. If you use an outline or write down your remarks, you can be confident the Board will hear everything you want to say.

Time your presentation in advance to fit within the 3 minute time frame. The Chair will ask you to summarize the remainder if you go beyond 3 minutes.

If you submitted your comments in writing at least 3 weeks before the meeting, Board Members have them in their materials about the case, and you do not need to restate your written comments.

Remember to refer to any patients by initials only. Patients have the right to confidentiality, especially as it relates to their medical histories.

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### Other Considerations

The Arizona Medical Board holds two-day meetings on a Wednesday and Thursday every two months. It invites comments from citizens at the beginning of the morning sessions on both days.

### Advisory Letter Cases

Persons wanting to speak to the Board about cases involving non-disciplinary Advisory Letters may wish to appear for "Call to Public" on Wednesday morning. Advisory Letters are non-time specific items on the Board's agenda. The Board takes up these cases when it has time on Wednesday afternoon or on Thursday.

### Formal Interview Cases

Cases in which the Board has invited physicians for Formal Interviews are taken up at scheduled times. Complainants may address the Board just prior to the Formal Interview or at the general "Call to Public." The Board invites other citizens to consult the meeting agenda and to speak at a "Call to Public" on Wednesday or Thursday before the Formal Interview. The agenda is posted on the Arizona Medical Board web site under the "Consumer Center" menu option.

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