



## Policy on “Comments from the Public” at WOWDB Meetings

Approved 10.25.2017, Updated 07.28.2023

The Western Oklahoma Workforce Development Board (WOWDB) desires to be open to the public and encourages communication in order to hear the viewpoints of citizens throughout the Western Workforce Area. The WOWDB considers the responsible presentation of these viewpoints vital to the efficient operations of the System and the WOWDB. System stakeholders, workforce partners, businesses, and other patrons are encouraged to attend WOWDB Meetings so that they may become better acquainted with the operation and programs of the Western Oklahoma Area, and that the WOWDB may have an opportunity to hear the wishes and ideas of the public.

The WOWDB will have an agenda item labeled “Comments from the Public” on each Regular WOWDB Meeting Agenda that affords citizens the right to speak on any action item on the Agenda for that meeting. Matters not on the Agenda are not proper subjects for discussion. Members of the public shall not be recognized or allowed to be heard or participate at any other time during the Meeting or while the WOWDB is conducting its official business. The purpose of the WOWDB meetings is to carry on the business of the Western Oklahoma Workforce Development Board in an orderly and businesslike manner. Therefore, the WOWDB sets the following rules for public participation at WOWDB meetings:

- A. All meetings of the Board will be open to the public.
- B. The Board shall conduct its business pursuant to the Oklahoma Open Meeting Act. The meetings are not public hearings, but are meetings held in the public. Spontaneous discussion from the audience will not be permitted.
- C. As the purpose of the “Comments from the Public” agenda item is to hear the comments, concerns and opinions of patrons, WOWDB Members and administrative staff shall not respond to questions from the public. The Oklahoma Open Meeting Act prevents the discussion or action by the WOWDB on any item presented under the “Comments from the Public” Agenda topic.
- D. Information about items on the agenda should be obtained from the Workforce Board Executive Director.
- E. All visitors shall be asked to list their names on the meeting’s attendance/sign-in sheet.
- F. Pursuant to the Oklahoma Open Meeting Act, an item must appear on the posted agenda if discussion and action are to occur.
- G. “Comments from the Public” is not when Workforce System Partners or stakeholders should discuss reports or provide updates of projects. An agenda item will be clearly labeled for these types of reports if such reports are necessary.
- H. Advanced requests to address the WOWDB is not required but will be accepted. Advance requests for permission to address the WOWDB must be submitted to the WOWDB Executive Director in writing no later than five days (not including weekends or holidays) preceding a meeting of the WOWDB. The request shall state the name of the individual or group submitting the request, a telephone number and mailing address, the purpose of the request and topic to be presented.

- I. The WOWDB Executive Director shall confer with the WOWDB Chair concerning whether the requested item should be placed on an agenda and, if so, the appropriate meeting for such discussion. The WOWDB Executive Director will respond to all written requests that an item be placed on an agenda.
- J. At the meeting, the WOWDB Chair shall recognize speakers, maintain proper order, and adhere to time limits established by this policy:
  - 1. During the agenda item for “Comments from the Public”, if there is allowable time, a limit of five (5) minutes is established for individuals addressing the WOWDB.
  - 2. Groups or organizations shall designate one spokesperson to address the WOWDB.
  - 3. The WOWDB reserves the right to limit repetitive comments.
  - 4. All presentations pursuant to this policy shall be directed to the Chair of the WOWDB. No questions or comments shall be directed to WOWDB members except upon approval of the Chair.
  - 5. Members of the WOWDB and the Board Executive Director may ask questions of any person who addresses the WOWDB.
- K. This policy does not create a right to address the WOWDB. The WOWDB reserves complete control over its agenda and the conduct of its meetings.



## Vital Service and Information Notice

### Authorization for Clarifications and Additions

The WOWDB Executive Director is authorized to issue additional instructions, guidance, approvals and/or forms to further implement the requirements of policy, without making substantive change to the policy, except in situations when a new or updated state and federal guidance is issued.

### Pursuant to 29 CFR 38.9(g)(3), the following notice is given:

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### If English is not your preferred language, please contact Equal Opportunity (EO) Officers:

#### Local EO Officer –

Venita McGuire  
Local Equal Opportunity Officer  
Western Oklahoma Workforce Development  
Board  
1222 10<sup>th</sup> St., Suite 115, Woodward, OK 73801  
580.256.8553 extension #2  
[eoofficer@wowdb.org](mailto:eoofficer@wowdb.org)

#### State EO Officer -

Karla Jackson  
State Equal Opportunity Officer  
Oklahoma Office of Workforce Development  
900 N. Stiles Ave.  
Oklahoma City, OK 73104  
Tel: 405.208.9620  
TTY: 711 or 800-722-0353  
Email: [eoofficer@okcommerce.gov](mailto:eoofficer@okcommerce.gov)

#### English

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#### Marshallese

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#### Spanish

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