



COLORADO

Board of Health

Department of Public Health & Environment

Guidance for Stakeholder Participation

What is the best way to communicate with the Board of Health?

It is recommended that citizens provide feedback in writing and submit it to the Board at cdphe.bohrequests@state.co.us. Written comments enable the Board to study and ask questions of Department staff. Written testimony provided in advance of the rulemaking hearing gives members an opportunity to study the issues as they prepare for the hearing.

When submitting written testimony, it is helpful for a participant to identify it as written testimony and identify the rule by name or Code of Colorado Regulations number in their correspondence. It is appropriate to submit this after the board has set the matter for a rulemaking hearing and a minimum of five days before the rulemaking hearing per the Board's Procedural rules.

What is the difference between public comments, written comments, written testimony and oral testimony?

Public comments

There is typically a few minutes at the start of each Board of Health meeting for the public comment on public health matters. It is at the discretion of the Board President as to whether the Board will entertain public comments for a matter that is on the agenda or entertain public comment when a rulemaking hearing may be set. This is important because public comments do not constitute oral testimony and they are not part of the rulemaking record. In the circumstances where public comment has been permitted, the time is often limited to 2 minutes per speaker to ensure that the Board can accomplish all of the tasks on the Board's meeting agenda.

Written comments

Written comments concerning public health can be submitted to the Board of Health at any time. Comments can be submitted to cdphe.bohrequests@state.co.us. Comments may or may not concern a topic on the Board of Health meeting agenda. In some instances the written comments may concern a request for rulemaking that is on the Board of Health agenda. Unless the submission clearly communicates that the comments are not in relation to a pending rule, we treat the written comments received in relation to a request for rulemaking as written testimony and maintain it as part of the rulemaking record. This ensures compliance with statute and honors what we believe is the intent of our constituents which is to influence and inform the Board's deliberations.

Written testimony

Written testimony is feedback concerning a rule that has been set for rulemaking. It is part of the permanent rulemaking record. Written testimony can be submitted to cdphe.bohrequests@state.co.us . Written testimony must be received five days before the rulemaking hearing. The due date is included in the rulemaking notice. Typically, testimony is due by 5:00 on the Thursday before the Board meeting.

Oral testimony

There is an opportunity to provide oral testimony at the time of the rulemaking hearing. While there is an opportunity to provide oral testimony at a rulemaking hearing, there is discretion as to how much time will be provided for oral testimony. Typically the time is limited to 2-5 minutes. For this reason we encourage individuals to submit written testimony. There is no opportunity for oral testimony at a request for rulemaking hearing.

What is the procedure for providing public comments or oral testimony?

When you arrive at the meeting, please sign in on the public comments sign-in sheet or the rulemaking hearing sign-in sheet as appropriate.

At the appropriate time, you will be called to the table to speak. Begin with providing your name and who you represent. Persons appearing before the Board are encouraged to make well-planned presentations that use clear and concise language to explain their points of view. Individuals or organizations that share the same perspective or position regarding the proposed amendments are encouraged to identify one spokesperson. Please do not repeat points made by previous speakers, but you can indicate your agreement or disagreement with those points. The Board typically limits duplicative or repetitive testimony. The Board members or staff may ask questions to clarify or obtain additional information.

Are my comments or testimony confidential?

No. Public comments and oral testimony occur at an open meeting that is recorded. Written comments and written testimony are part of a public process and are a public record.

May I provide comments or testify via phone?

Call-in is available for listening; however, absent special circumstances, the Board does not accept public comments or oral testimony by phone. Please contact Jamie L. Thornton at cdphe.bohrequests@state.co.us or 303-692-3464 for additional information.