



## **PROTOCOL FOR COMMITTEE MEETINGS**

### **Notice to Guests**

Welcome to the Client and Family Leadership Committee meeting of the Mental Health Services Oversight and Accountability Commission (MHSOAC). The Co-Chairs of the Committee are Eduardo Vega and Darlene Prettyman. The staff person(s) to the CFLC Committee is Deborah Lee, who can help you with any questions you may have.

### **Seating Arrangements**

Committee members need to be seated around the table to conduct business. Because meeting rooms vary in size, space is not always available for everyone in attendance to sit around the conference table. However, after committee members are seated and, if space allows, please feel free to sit at the table. If space is not available, you may take a seat in one of the chairs located around the perimeter of the room.

### **Sign-In Sheets**

To keep a record of attendance, the Committee will pass around a sign-in sheet for guests to sign. If you are interested in attending future MHSOAC meetings, we will add your name and address from the sign-in sheet to our MHSOAC Listserv so you will be automatically notified about MHSOAC activities. Sign-in is voluntary and all persons may attend the meeting regardless of whether they sign or complete this sheet.

### **Conducting Committee Business**

The MHSOAC encourages public participation at all of its meetings. However, in order for the Committee to move through its agenda in a timely manner, the Chair of the Committee will first take questions or comments from Committee members and then from the public. Depending on the Committee's time constraints, the Chair may impose time limits on public comments on particular issues and for each individual speaker.

You are encouraged to provide written comments in order to ensure that your perspective is considered in case of time constraints.

### **Materials for Meeting**

Staff will always bring extra copies of agendas to the meeting and will bring extra copies of the meeting packets and materials to be handed out subject to our ability to transport them.

Thank you for your attendance and we hope you will attend future meetings of the MHSOAC.