

The New York State Opioid Settlement Fund Advisory Board (Board) welcomes interested observers at its meetings. The meetings are open to the public in accordance with the Open Meeting Law. To make these meetings as productive as possible, however, the Board has established certain guidelines as it pertains to public participation. Please note that additional guidelines for videoconferencing participation can be found on the Board Website: <https://oasas.ny.gov/opioid-settlement-fund-advisory-board>

Meeting Guidelines

1. Discussion and Public Presentations

A). Board: Discussion during the meeting of the full Board is limited to Board members and staff. Public presentations will be limited to the time allotted on the agenda

B). Presentations:

1. Those who wish to participate shall identify themselves to a staff person prior to the meeting and indicate the agenda item they would like to support, oppose or comment on. Advance registration for public participation, whether in-person or via videoconferencing, may be required. Such advance registration requirements will be posted on the meeting notice.

2. Except as otherwise provided in these Guidelines or at the discretion of the Chair, there will be a limit of three minutes for oral presentations. In the interest of having the meeting progress in a timely manner, one representative of an organization or facility shall be appointed as a spokesperson for that group. Also, it is requested that all members of the public, whether an individual or a representative of a group or facility, present only new views or ideas on an agenda item, rather than reiterate a thought or position similar to a previous presenter.

3. Handouts are not permitted.

2. Written Materials: Written materials relevant to the agenda of the Board must be sent, preferably by electronic transmission, to the Executive Secretary at least five business days prior to the meeting: Tracey Collins, Associate Commissioner for Internal & External Affairs, OASAS, 1450 Western Ave, Albany, NY 12203. The Executive Secretary will share communications with the Board Chair, who in turn will verbally summarize the material for the Board members. If the material is not submitted in advance, but is brought to a meeting, it will not be distributed but will instead be considered for a future meeting.

3. Press Inquiries: All Press inquiries concerning Board or Department activities should be directed to the Executive Secretary.

4. Observers will be accommodated within the physical limitations of the meeting room and in accordance with the number allowed by the building's fire safety code.