

Guidelines for Observers – Health Research Science Board

The Health Research Science Board welcomes interested observers at meetings, which are public meetings. However, in order to make these meetings as productive as possible for all concerned, certain ground rules have been established so as not to disrupt the business of the meetings.

1. All Press inquiries concerning Board or Department activities should be directed to the New York State Department of Health's Director of Public Affairs at (518) 474-7354.
2. The Chairman may decline to admit observers and others while a meeting is in process and may temporarily excuse observers from certain portions of a meeting as required by law.
3. Any interruption of the meeting for the taking of photographs by the news media will require approval of the Chairman before the start of the meeting.
4. Observers will be accommodated within the physical limitations of the meeting room. Observers will be identified and introduced to the Chairman of the Board who may read their identification into the record of the meeting.
5. Discussion during the meeting is limited to members of the Board (who may request information or reports from staff to the Board), unless prior approval to participate in a discussion has been granted by the Chairman.
6. While a meeting is in progress, observers should leave the meeting room before engaging in telephone conversations, discussions, or other audible activities.
7. The Executive Secretary, the Director of Public Affairs, and staff to the Board may be contacted by observers, generally before or after the meeting, for clarification of agenda items or discussion, interviews, general information on the Board, etc.