

Tips for Speaking During Call to Public

Although it is not necessary, it is customary for speakers to first address the Chair and then the other Board members. For example: “Mr. Chairman, members of the Board,…”

Prepare what you want to say in advance. If you use an outline or write down your remarks, you can be confident the Board will hear everything you want to say.

Time your presentation in advance to fit within the 5 minute time frame. The Chair will ask you to conclude if you go beyond 5 minutes.

If you submitted your comments in writing prior to the day of the meeting, Board members have them in their case materials, and you do not need to restate your written comments. Board staff will not accept materials the day of the Board meeting.

Remember to refer to patients by initials only. Patients have the right to confidentiality, especially as it relates to their medical histories.

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Arizona Regulatory Board of
Physician Assistants

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Call to Public

Helpful Tips for Addressing
the Board

Call to Public

The Arizona Regulatory Board of Physician Assistants (ARBoPA) holds its meetings on a Wednesday in February, May, August, and November that are open to the public. Board meetings are audio and video recorded. The agenda for each meeting is posted in advance on the Board's web site and lists the cases the Board will consider as well as other business items requiring Board discussion or approval. One item on every agenda is "Call to Public," in which the Board invites comments from citizens.

"Call to Public" is a forum for citizens to address the Board and voice their opinions or concerns about cases or other matters within the Board's jurisdiction. Each person may speak for up to five minutes. A light system is in place to help keep track of the speaker's time.

"Call to Public" is for public comments only. Board members may not discuss the case with the speaker or ask questions. The Board may respond to criticism, ask staff to review a matter or ask that a matter be put on a future agenda.

Occasionally, some cases attract a lot of public attention. If large groups of people appear at "Call to Public" to speak about a single case, the Board may choose to limit the number of speakers to three (3) per side. The Board will not choose the three people to speak, the group must determine who will speak on the group's behalf.

The Board is interested in what you have to say. The following steps will guide you through the "Call to Public" process.

1. Board Meetings are held at 9535 East Doubletree Ranch Road. Parking is available in front of the building and on the street. It is best to arrive at least 15 minutes before the scheduled "Call to Public."
2. When you enter the building, a member of the Board's staff will be sitting in the lobby to the left where you will need to sign in to speak during the "Call to Public."
3. Seats are available in the Board room. You may enter the room at any time, but please do so quietly if the meeting is underway.
4. At the time of "Call to Public," the Board Chair will call individual speakers by their initials. It is encouraged that full names of patients are not used to protect patient confidentiality.
5. When called, take a seat at the table on the left. The Chair will greet you and remind you to use patient initials only. When asked to proceed, move the microphone close to you and speak clearly. If you go longer than 5 minutes, the Chair may ask you to conclude.

Non-Time Specific Matters

Persons wanting to speak to the Board regarding cases involving non-time specific items may appear for "Call to Public." Non-time specific matters may be discussed at any time during the meeting.

Formal Interview Cases

Cases in which the Board has invited physicians for Formal Interviews are scheduled as time specific matters. Complainants may address the Board just prior to the Formal Interview or at the general "Call to Public." All other individuals who wish to speak regarding a scheduled Formal Interview must do so at the general "Call to Public."

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