

## **Continuances and Supplemental Materials**

The Board of Medicine members review a high volume of written material in evaluating the agenda items at each public meeting. Because of this volume of material, the members have most material imaged onto CDs and use laptop computers with special software to read the materials. These CDs are sent to the members weeks in advance in order for the members to be prepared to discuss the matters at the meeting. There is no time for the members to review new material at the time of the meeting. Therefore, please review the following if you are considering submitting written material on an agenda matter at a Board of Medicine public meeting.

### **Supplemental Material**

To ensure that materials will be considered by the Board at a scheduled meeting, supplemental material must be received in the Board of Medicine Office, at the address listed below, no later than seven (7) calendar days prior to the first day of the scheduled Board Meeting. This will allow the Board staff to assemble, copy, and mail the material to the members so that they would have at least a few days to review the material. Other than documentation that is required by law, materials submitted after that time period will be denied as untimely unless extraordinary circumstances are demonstrated to justify consideration by the Board.

### **Continuances**

The Board recognizes the Uniform Rules of Procedures as applicable to Board of Medicine meetings. Therefore, requests for continuances must be received in the Board of Medicine Office, at the address listed below, no later than the Deadline for Materials listed for each meeting date under "Board Meetings" on the Board Meeting Information page of our website here: [http://www.doh.state.fl.us/mqa/medical/me\\_meeting.html](http://www.doh.state.fl.us/mqa/medical/me_meeting.html). Requests for continuance received after that time period will be denied as untimely unless you are able to demonstrate extraordinary circumstances as to why it should be granted.

Please submit requests for continuance and supplemental information to the following address:

**Board of Medicine**  
ATTN: Crystal A. Sanford  
4052 Bald Cypress Way, Bin C03  
Tallahassee, FL 32399-3253  
FAX: (850) 412-1261