Hardin County Board of Developmental Disabilities
POLICY

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Title: Board Operation		
Regulatory Authority: ORC: 121.22(A)(B)(C)(F)(G)(H), 5126.029		
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Reviewer/Job Title: Superintendent or designee		

MEETINGS OF THE BOARD

(A) DEFINITIONS

"Quorum" is defined as the minimum number of Board members that must be present at any regular or special Board meeting to make the proceedings of the meeting valid. The county board maintains seven members which constitutes a quorum at four Board members.

(B) REGULAR MEETINGS

(1) The time and place of regular meetings of the Board will be established during the annual January organization meeting. All regular and special meetings of the Board will be open to the public and adequate information as to time and place will be publicized. The Board will meet at least ten times annually in regularly scheduled sessions.

(2) A majority of the Board constitutes a quorum. A record will be kept of Board meetings, which is open to the public.

(3) The President may vote on all matters.

(4) Where a quorum is present, several members' refusal to vote is not sufficient, even if a majority, to defeat the action of those actually voting. Members present, including the President, are obligated to vote, unless they wish to be regarded as assenting to the decision of the voluble majority. EXCEPTION: If a board member does not vote because of a conflict of interest, the absence of a vote cannot be counted as affirmative.

(C) ORGANIZATIONAL MEETING

The Board will hold an organizational meeting no later than the thirty-first of January each year and will elect its officers, which will include a President, Vice-President and Recording Secretary. Each officer shall be elected for one year and shall serve until a successor is elected. No member shall hold more than one office. The Board may elect any other officers determined to be necessary to conduct the business of the Board.

(D) SPECIAL MEETINGS

(1) A special meeting may be called by the President, or by any two members of the Board, by serving written notice of the time and place of the meeting to each member of the Board at least two days before the date of the meeting. In the event of an emergency, a special meeting can be held without advance, written notice. However, the member or members calling the emergency meeting shall notify the news media that have requested notification immediately of the time, place and purpose of the emergency meeting. Individuals wishing notification of special meetings shall file, annually, written request for notification with the Superintendent's Office.

(E) OPEN MEETINGS

(1) All meetings of the Board are open to the public.

(2) All regular, organizational and special meetings of the Board shall be open to the public.

(F) NOTIFICATIONS

(1) Any news medium organization that desires to be given advance notification of special meetings of the Board shall file with the superintendent a written request thereof.

(2) Any such request shall be effective for one year from the date of filing with the superintendent or until the superintendent receives written notice from such medium canceling or modifying such request, whichever is earlier. A request shall not be deemed to be made unless it is complete in all respects. Such request may be conclusively relied on by the Board and the superintendent.

(3) Any person may, upon request and payment of a reasonable fee, obtain reasonable advance notification of all meetings at which any specific type of public business is to be discussed. Such person must file a written request with the superintendent specifying: the person's name, the address and telephone number at or through which he can be reached during and outside of business hours.

(4) Such request shall be valid for a 12-month period at which time a new request must be made. Such requests may be modified or extended only by filing a complete new request with the superintendent. A request shall not be deemed to be made unless it is complete in all respects and such request may be conclusively relied on by the Board and the superintendent.

(5) The contents of written notification shall be a copy of the agenda for the meeting.

(6) In the event that a person desires to be notified of specific business to be conducted at a special meeting, such person must file a request stating the specific type of business of which they desire to be notified. A reasonable fee may be charged.

(7) The superintendent/designee shall maintain a record of the date and manner, and time, if pertinent, under these rules, of all actions taken with regard to notices and notifications and shall retain copies of proofs of publication of any notifications or notices published there under.

(8) Notification shall be made by the superintendent to the requesting party in writing when time permits or by telephone at least 24 hours in advance of the special meeting except in case of an emergency.

(9) In the event of an emergency requiring immediate official action, no notice is required to be made.

(G) EXECUTIVE SESSIONS

(1) The Board shall be permitted to hold an executive session at any regular, organizational or special meeting.

(2) Executive sessions may be held only after a quorum of the Board members by a roll call vote approve such action, but only at regular or special meetings and only for the following reasons:

(a) Personnel matters. To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee, or the investigation of charges or complaints against a public employee, unless the employee requests a public hearing. The motion and vote to hold the Executive session must state which one or more of the reasons listed previously are the purpose for the Executive session, but does not need to include the name of any person to be considered during the session;

(b) Purchase and sale of property. To consider the purchase of property (both real and personal, tangible or intangible), or to consider the sale of competitively bid property (either real or personal) if disclosure of the information would give a competitive advantage to another;

(c) Legal discussions. Conferences with the Board's attorney concerning pending or imminent court action;

(d) Collective bargaining. Preparing for, conducting, or reviewing negotiations with public employees concerning their compensation or other terms and conditions of their employment;

(e) Matters required to be kept confidential by federal or state law; and

(f) Security arrangements and emergency response protocols when disclosure of the matters discussed could reasonably be expected to jeopardize security.

(3) If an Executive Session is held, the motion and vote to hold the Executive Session will state which reason listed above is being used. A resolution, rule or formal action of any kind is not valid unless adopted in an open Board meeting.

(E) QUORUM

(1) Four of the seven appointed Board members shall constitute a quorum for the transaction of business

(F) COMMITTEE MEETINGS

(1) All committee meetings of the Board will be open to the public and adequate information as to time and place will be provided to anyone requesting such information.