Hardin County Board of Developmental Disabilities
POLICY

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Title: Participation by Public at Board Business Meetings		
Regulatory Authority: ORC 121.22		
Effective Date: 9/18/2018, Review Date: 2/15/2022		
Reviewer/Job Title: Superintendent or designee		

PARTICIPATION BY PUBLIC AT BOARD BUSINESS MEETINGS

(A) CHANNELS OF COMMUNICATION

(1) The Board endorses the principle of open, two-way communication between the public, the Board itself, and the Superintendent and his/her staff, and free communication of all personnel within the organization through recognized channels of communication.

(2) The President of the Board or a majority of the members may extend to visitors the privilege of addressing the Board. The order of business at any regular meeting shall include an opportunity for members of the public to address the Board.

(3) It shall be in order for members of the Board to interrupt a speaker at any time to ask questions or make comments in order to clarify the discussion.

(B) ADDRESSING THE BOARD

(1) Any individual or group may address the Board concerning any subject that lies within the Board's jurisdiction. Questions are to be directed to the Board as a whole and may not be put to any individual member of the Board or the Superintendent or the Staff, except by permission of the President.

(2) Any matter upon which the Board may be requested to act must be submitted in one of the following ways:

(a) The matter may be submitted in writing to the Board prior to the start of the meeting at which the subject is to be discussed or;

(b) To address the Board, the person should raise his/her hand during the time designated as public comment and wait to be recognized by the Board President.

(3) A person recognized to speak will be given up to three (3) minutes. No more than twenty (20) minutes will be devoted to a single issue. Board members may ask clarifying questions. The President may use his/her discretion to extend time limits and to recognize speakers more than once on the same subject. Repetitive statements or any type

of objectionable language may be ruled out of order by the President. The President at his/her sole discretion may end or limit public comments.

(4) Groups wishing to make presentations to the Board shall designate one of their number as official spokesman, though other members of the group may also speak with the Board's permission.

(C) PERSONNEL MATTERS

(1) No person will be allowed to present orally, or discuss at any meeting of the Board, complaints or charges against individual employees of the program unless the complainant has first discussed the matter with the Superintendent and received his/her response in writing. Charges or complaints must be presented to the Board and the employee in writing prior to the meeting and must be signed by the person or persons making the charge or complaint. Unless the employee requests a public discussion, the Board will hear the complaint in Executive Session in which the complainant and employee will be included. Any action taken by the Board will be taken in open session.