

TRUMBULL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Policy

Section 2.21

PUBLIC APPEARANCE BEFORE THE BOARD

PURPOSE:

The purpose of this policy shall be to outline the process by which a member of the public may address the Board during a regular or special board meeting.

POLICY:

In accordance with Ohio law, all meetings of any public body are declared to be public meetings open to the public at all times. Ohio's Open Meetings Act, also known as the Sunshine Law, requires (with few and limited exceptions) public officials, including members of a county board of DD, take official action and conduct all deliberations on official business in meetings that are open to the public. The Sunshine Law guarantees a person's right to attend a public meeting but does not guarantee a person's right to be heard at that meeting. However, the Board endorses the principle of open communication and will provide an opportunity for public input at each meeting as appropriate.

PROCEDURE:

- A. Any individual or group may address the Board of Developmental Disabilities concerning any subject within the Board's jurisdiction.
- B. All persons seeking the opportunity to speak at a Board meeting shall address the Chairperson and may direct questions or comments to Board members only upon the approval of the Chairperson
- C. Any matter upon which the Board may be requested to act upon must be submitted in writing to the Superintendent and the Board Chairperson not less than one (1) week prior to the date of the meeting at which the subject is to be discussed.
- D. Every person who wishes to address the Board is requested to state name, address, and subject of presentation even if a written request for recognition has been submitted prior to the meeting.
- E. Any Board member may interrupt a speaker at any time to ask questions or make comments in order to clarify the discussion.
- F. Not more than three (3) minutes shall be allotted to each speaker and no more than fifteen (15) minutes to each subject under discussion, except with the

consent of the Board. The Chairperson shall enforce the time limits and may extend a presenters time at their sole discretion.

- G. Recognition of individuals who are not citizens of the county is to be determined by a majority vote of the Board.
- H. Members of the Board and Superintendent may ask questions of any person who addresses the Board.
- I. The following topics are not permitted for open discussion:
 - a. A complaint against an employee of the Trumbull County Board of Developmental Disabilities. Such charge or complaint shall be presented to the Superintendent and the Board Chairperson in writing and shall be signed by the person(s) making the charge or complaint.
 - b. A complaint against an individual served by or eligible for services through the Trumbull County Board of Developmental Disabilities. Such complaints shall be presented to the individual's Service and Support Administrator or reported through the Board's twenty four (24) hour on-call hotline.
 - c. Performance and/or discipline of an employee of the Board.
- J. Except in emergencies, the Board shall not attempt to decide upon any question before examining and evaluating any information any person requests the Board to consider. The Superintendent shall be given an opportunity to examine and to evaluate all such information and to recommend action at the next meeting of the Board before the Board attempts to make a decision.

Applicability:
Board Policy Manual



Board President



Superintendent

Adopted 06/24/85
Revised 08/25/93
10/27/97
8/28/2017

Reference:
ORC 121.22