

PARTICIPATION OF CITIZENS AT BOARD MEETINGS POLICY

This policy establishes the parameters regarding the participation of citizens and visitors in addressing the Board at the Board Meetings of the Erie County Board of Developmental Disabilities.

The Superintendent shall establish, revise and keep current the procedures to be utilized in the implementation of this policy. The Superintendent/designee shall ensure compliance with these procedures. All revisions and changes will be shared with the Board when made.

Superintendent Signature: Carri Beica Date: 7/18/24

Implemented: 4/15/10

Board Approval: 4/15/10, 2/18/16, 11/16/17, 11/21/19, 7/18/24

Revised: 2/18/16, 11/19/19, 7/18/24

Reviewed: 2/18/16, 11/14/17, 11/19/19, 7/18/24

Cross Reference: Ohio Revised Code (ORC) 121.22 (C)

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**ERIE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
PARTICIPATION OF CITIZENS AT BOARD MEETINGS PROCEDURE**

I. PARTICIPATION

- A. Ohio Law requires Board meetings to be held in public. The Board is not required, however, to converse with the public while conducting business of the Board. Nevertheless, in recognition of the value of public input and the general public's interest in participation in Board affairs, the Board will permit individual members of the public to address the Board pursuant to the conditions set forth below.
- B. The Board shall permit public participation at meetings of the Board for the purpose of addressing Board business. Board business shall be defined as only those matters that are set forth on the Board Agenda. To have a topic placed on the Board Agenda, citizens should contact the Board office at least fourteen calendar days prior to the scheduled Board meeting. The Board Agenda shall be available in the Board office on the Monday prior to each meeting. Any individual or group may address the Board concerning any subject that lies within the Board's jurisdiction and that is included on the Board Agenda.
- C. Any individual wishing to address the Board shall place his or her name on the sign-in sheet that will be made available at the designated location of the Board meeting, 20 minutes in advance of said Board meeting. The Board shall set aside 30 minutes of each Board meeting for public participation. The Board may, in its discretion, extend the amount of time allocated for public participation. Each individual recognized to speak shall be limited to a total of five minutes and no more than fifteen minutes shall be allotted to any particular topic. The Board may, in its discretion, extend the amount of time allocated to an individual participant or a topic. Should more than five minutes be allotted to any single participant, then, in its discretion, the Board may grant a like extension to others participating at the same meeting.
- D. Questions are to be directed to the Board as a whole and may not be put to an individual member of the Board or the administrative staff. Members of the Board may interrupt a speaker, at any time, to ask questions or make comments in order to clarify the topic being addressed.
- E. The President of the Board is authorized to maintain the professional decorum of the meeting and may:
 - 1. Interrupt, warn or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene or irrelevant;
 - 2. Request an individual to leave the meeting when that person does not observe reasonable decorum;
 - 3. Request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
 - 4. Call for a recess or an adjournment to another time when the lack of public decorum interferes with the orderly conduct of the meeting as to warrant such action; or
 - 5. Allow the participant to exceed the five-minute limit if deemed necessary.