

RIVERSIDE DEVELOPMENTAL DISABILITIES

POLICY STATEMENT: B-8

SUBJECT: APPEARANCE AND PRESENTATION BEFORE THE BOARD

I. CHANNELS OF COMMUNICATION

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.

II. ADDRESSING THE BOARD

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.

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. The matter may be submitted to any individual Board member orally, at any time prior to the start of the meeting. The Board member may then bring the matter up for discussion at the appropriate time, or
- C. If the matter is not brought to the Board's attention prior to the Board meeting, a person may ask to be recognized during the Board meeting. To speak to an item on the agenda, the person should raise his/her hand when the item is being discussed and wait to be recognized by the Board President. If the person wants to discuss or speak to an item not on the agenda, the person will wait till the end of the proposed agenda and raise his/her hand and wait to be recognized by the Board President.

A person recognized to speak will be given up to five minutes and no more than twenty 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.

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.

B-8-a

HOW TO ADDRESS THE MIAMI COUNTY OF DEVELOPMENTAL DISABILITIES BOARD

This procedure has been prepared to explain how to bring matters of concern to the Board. We hope it will encourage consumers, family members, and interested citizens to take a more active part in Board deliberations and in Riverside's operations.

To speak to items on the agenda:

Anyone wishing to speak to an item on the agenda will be recognized by the President of the Board.

To speak to items not on the agenda:

Anyone wishing to introduce an item not on the agenda will be recognized by the President of the Board at the end of the prepared agenda. If an item requires Board action, the Board may act or may postpone action to further investigate and consider the item.

If you are aware of a new item prior to the date of the meeting, it would be extremely helpful to the Board to be given advance notice of the item.

How to be recognized:

Raise your hand and wait to be recognized by the president, or complete the form available at the Board office and in the meeting room and give it to a Board Member or the Superintendent prior to the meeting.

What to do when recognized:

State name,
Address Board members as a group,
Board members may ask clarifying questions,
The President may use his/her discretion regarding recognizing speakers more than once on the same subject. Individual remarks shall not exceed five minutes, and no more than 20 minutes will be devoted to a single issue.
Repetitive statements may be ruled out of order by the President.

REQUEST TO SPEAK TO THE BOARD

Name

- - - - -

Agenda

Items:

New

Items:

III. PERSONNEL MATTERS

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.

Effective Date of this Policy: May 16, 2016

<u>Stu Bal</u>	<u>5-16-16</u>	<u>Dean W. [Signature]</u>	<u>5-16-16</u>
PRESIDENT	DATE	SUPERINTENDENT	DATE

Prior effective date(s): 05/21/12; 05/20/08; 04/18/06; 04/20/04; 03/19/02; 02/16/99; 03/17/98; 11/10/87

REFERENCES: Ohio Revised Code: 121.22

Law Human Resource Director
5/16/16 Date