

**MENTAL HEALTH & RECOVERY
SERVICES BOARD OF LUCAS COUNTY**

Board, Committee and Sub-Committee Meetings

COQ: VI-A.1

Effective: 12-1-16

Supersedes: 5-1-16

POLICY

The Mental Health and Recovery Services Board (MHRSB) of Lucas County will follow a clearly defined procedure for conducting its public meetings in accordance with ORC 121.22. All meetings of the MHRSB, MHRSB established committees and their sub-committees are public meetings.

Board, Committee and Sub-Committee Meetings:

A. Meetings and Quorum:

The Board shall meet at least six times a year, while Committees and Sub-Committees will meet as defined within their approved charter. A quorum for Board, Committee and Sub-Committee meetings is defined as over one-half of the voting membership in attendance as appointed and/or duly sworn into office. MHRSB established committees are permitted to meet jointly. Committees meeting jointly will be considered a unified committee for the purpose of conducting business. A quorum for a unified committee meeting will be defined as one over one-half of the unified committees' voting membership in attendance.

B. Order of Business and Record of Proceeding:

Meetings shall proceed according to an agenda prepared by the Chairs of the Board, Committee or Sub-Committee in cooperation with the Executive Director or the Executive Director's designee. Such agendas, together with the supporting data, shall be made available via electronic media to all Board, Committee and Sub-Committee members and anyone who requests notice prior to the meeting. At the discretion of the Executive Director, agendas and supporting data may be sent via regular mail to requesting parties. Board meeting minutes will be kept by the Secretary or their designee. Committee and Sub-Committee meeting minutes will be kept by a Board staff member designated by the Executive Director.

C. Meeting Protocol:

Member discussion on a Board motion will begin only after the Board motion has been seconded by another Board member. Before a Board member can speak on a motion, he/she must be recognized by the Chair. The floor does not pass from person-to-person, but must go through the Chair. Each speaker must be recognized by the Chair. All discussions of a motion must be directed to the Chair. The Chair may impose a time limit of three minutes for each member speaking to a motion. Once discussion has taken place on the proposed Board motion, a polling of all Board members will commence unless the

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Board member who placed the motion on the floor withdraws the motion and the seconding Board member agrees on the withdrawal. Members must be present to cast a vote on a Board motion. Committee and Sub-Committee decision making will be made in the same manner, except that all recommendations made by a sub-committee vote must be forwarded to its convening committee, and if approved by that committee, the motion will be forwarded to the MHR SB for consideration. Committee recommendations are not considered binding without final approval of the MHR SB.

D. Visitor Participation:

Each meeting will provide an open session for the purpose of soliciting comments from visitors. The Chair will address the visitors and request that any person wishing to address the body shall:

1. Identify himself or herself;
2. Identify the group for which he/she is the spokesperson;
3. Identify each issue if there is more than one issue on which he/she wishes to speak.

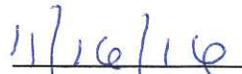
Each person who has identified himself/herself will be allowed to speak during the open session of the agenda for a maximum of three minutes per issue. A new issue brought up by a visitor may not be considered by the Board, Committee or Sub-Committee. At the discretion of the MHR SB or Committee Chairs, issues brought up by visitors, may be forwarded to the Executive Director for follow up. Sub-committee Chairs may forward information to their convening committee for consideration. The Chair reserves the right to recognize visitors during other parts of the Board Committee, or Sub-Committee proceedings if he/she believes the visitor's comments would be pertinent to the motion or business being considered.

ACCOUNTABILITY

MHR SB, Committee and Sub-Committee Chairs

Approved:


Scott A. Sylak, Executive Director


Date