POLICY #2.7 - PARTICIPATION OF CITIZENS AT BOARD MEETINGS

Purpose: Citizens and Visitors at Board Meetings may have the opportunity to address the Board.

A. PARTICIPATION

1. 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, providing, however, that the Board does not obligate itself to consider any request or proposal unless submitted to the President, in writing, including name and address, at least seven days before the meeting, exclusive of Sundays and holidays.

2. A member of the public shall sign-in on the 'Request to Speak' sign-in form, available at each Board meeting, prior to the commencement of the Board meeting. The sign-in form shall provide for the person's name, address, the organization the person represents, if applicable, and the item(s) or subject(s) on which the person requests to speak.

3. The Board endorses the principle of open communication between the public and the Board, and between the Superintendent and his/her staff, and free communication of all personnel with the program's organization, through recognized channels of communication.

4. Any individual or group may address the Board of Developmental Disabilities concerning any subject that lies within the Board's jurisdiction. Matters currently under negation, or litigation, will NOT be discussed in public. Matters related to personnel or involving personally identifiable personnel information shall be addressed in executive session.

5. All persons speaking at any Board or committee meeting shall confine all their remarks to the issue(s) at hand. No person, so speaking, shall make any reference to personalities, shall make derogatory statements concerning any individual or organization, or shall act in a disorderly manner. Any violation of this paragraph shall subject the speaker to immediate forfeiture of the floor and continued violation of this paragraph shall subject said person to expulsion from said meeting.

6. No individual, person, or organization representative shall act in a disorderly manner as to disrupt the parliamentary procedures of the meetings of the Board. The Board shall provide no more than one (1) warning to any member of the public who disrupts the scheduled proceedings. Continued disruptions shall subject the offending person to potential expulsion from the meeting.

7. 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 HCBDD administrative staff.

8. It shall be allowable for members of the Board to interrupt a speaker, at any time, to ask questions and/or to make comments in order to clarify the discussion.

9. Unless otherwise permitted and agreed to by unanimous vote of the Board, no person shall speak for more than three (3) minutes, and, at the prerogative of the Board, may be limited to one (1) topic per meeting.

10. Unless otherwise permitted and agreed to by the Board, no more than three (3) persons shall be permitted to speak on any single issue per regularly scheduled meeting of the Board.

11. The Board may respond immediately following a speaker. However, some issues require research and deliberation before an appropriate response can be made. If a full response is desired, particularly for complex issues, a letter of request to the Board is recommended with questions or concerns clearly stated therein. The Board is not required to issue any response to any letter(s) of request received in any particular fashion or to respond immediately to any statement made during public comment. Rather the Board will address the questions accordingly, and at the sole discretion of the Board.

EFFECTIVE DATE: **1/97**

REVISIONS: **9/16/03, 4/19/05, 1/19/10, 2/15/11, 10/15/13, 10/22/15, 11/15/16, 11/19/24, 8/19/25, 9/16/25**