



Morrow County Health District (MCHD) Public Participation Policy

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| POLICY & PROCEDURE TITLE: | Public Participation Policy |
| EFFECTIVE DATE: | 07/20/2020 |
| BOH ADOPTION DATE: | 07/20/2020 |
| BOH RESOLUTION | 2020-015-ADM |
| DATE REVIEWED: | 07/20/2020 |
| DATE REVISED: | --- |
| AUTHORIZED BY: | Stephanie Bragg, HC |
| ESSENTIAL PUBLIC HEALTH SERVICE: | Domain 11: Administration and Management |

PURPOSE

According to the Ohio Sunshine Laws Resource Manual (2020), the public has the right to attend public meetings, including those held by the Board of Health. The public is allowed to speak at the public meeting, only with permission given by those holding the meeting. The public may not disrupt or otherwise interfere with the progression of the public meeting. This manual can be found online at: https://www.ohioattorneygeneral.gov/Files/Publications-Files/Publications-for-Legal/Sunshine-Law-Publications/2020-Sunshine-Manual_WEB.aspx

It is the desire of the Board that the public be encouraged to attend any Board meeting. It is also the desire of the Board that concerns brought by the public be addressed. The purpose of this policy is to ensure the facilitation of orderly meetings and timely review of public concerns.

SCOPE

All staff, management, and the Board of Health members are responsible for being aware of and implementing this policy as appropriate to their role and responsibilities.

POLICY

Individuals who wish to address the Board must submit a Board of Health Meeting Public Participation Form no later than 5:00 pm on the Thursday before the next scheduled Board meeting. The following information must be provided to register intent to address the Board:

- Name of the person who wishes to address the Board
- Address of the person who wishes to address the Board
- Phone number where the person who wishes to address the Board may be reached
- Group affiliation, if applicable
- Topic to be discussed

The Board, at their discretion, may or may not allow the individual to address the Board. The decision of the Board is final on these, and any other participation matters.

Participation Process

1. The participant will be added to the Board meeting agenda that is posted on the agency website on the Friday prior to the next Board meeting.
2. The participant may attend any or all of the Board meeting, with the exception of any Executive Session being called.
3. The participant must be present to speak when it is their turn on the agenda. If they are not, they will forfeit their participation at the Board meeting.
4. Participants will be limited to five (5) minutes of time to address the Board.
5. Questions or statements must be directed to the Board as a whole, and may not be addressed to any individual Board member or MCHD staff, except by permission of the Board President.
6. No participant may speak more than once on the same topic unless others who are on the agenda to speak on the topic have been heard, and the Board gives permission to speak again.
7. If there is an issue that impacts or affects a geographical area of the county, it is the responsibility of the affected entity to appoint a spokesperson that best represents their interests, in order to prevent redundancy.

The Board President, or their designee, may:

- Interrupt, warn, or terminate a participant's statement when the statement is too long, personally directed, abusive, obscene, or irrelevant.
- Request that a person leave the meeting if and when the person does not display reasonable conduct.
- Request the assistance of law enforcement officers to remove a disorderly person if and when that person interferes with the orderly progress of the meeting.
- Call for a recess or adjournment when the lack of public decorum interferes with the orderly conduct of the meeting.

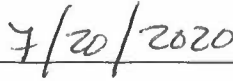
POLICY IMPLEMENTATION

- The Board of Health approves the inclusion of this policy in the MCHD Policy Handbook, and directs Health Commissioner to ensure that it is reviewed and acknowledged by all employees.
- Once in effect, the policy will be introduced to existing staff members at the first monthly all-staff meeting following Board approval.
- All employees shall sign the documentation stating that they have read and understand the policy.
- New employees shall be directed to review the MCHD Policy Handbook or the policy section of the Employee Insight Webpage upon hire.
- Employees shall review policy annually during a scheduled staff meeting.

Signature Page Follows



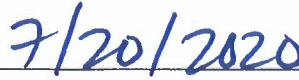
Martha Mooney
President, Board of Health



Date



Stephanie Bragg, RN, BSN, MHA
Health Commissioner and Secretary to the Board



Date