

Citizen Participation at Board Meetings

Purpose

The purpose of this policy is to provide an avenue for any citizen to address questions, concerns, complaints, or recommendations to the Board.

Policy

The agenda for regularly scheduled Board meetings will afford an opportunity for citizens to address matters related to the Board's conduct of programs and services.

The Board encourages and promotes citizen input in the process of planning, developing, implementing and evaluating services for persons with developmental disabilities in Hancock County.

Procedures for citizen participation at Board meetings will be made available upon request.

Board Approved: 1/20/05; 4/27/15

Revised: 9/15/05, 12/15/05; 4/25/15

Procedure

The following procedures have been established to facilitate the process of hearing questions, concerns and complaints and to allow citizens to address questions, concerns, complaints and recommendations to the Board.

1. Questions, concerns or complaints regarding a specific service or facility should be presented first to supervisors and then to Department Directors, and, finally to the Superintendent for review and resolution prior to addressing the Board. Complaints about staff members will not be proper subject for comment during open board meetings. Such issues may be addressed in Executive Session provided the regular chain of authority and responsibility have been followed, as indicated above.
2. Other issues should be presented to the Superintendent, in writing, stating the topic and purpose for which the citizen wishes to address the Board, at least five (5) working days before the scheduled Board meeting. Copies will be presented to Board members before the Board meeting.
3. The Superintendent will have the authority to place the citizen's presentation on the agenda of the next regularly scheduled board meeting or to investigate and provide a written response to citizen concerns prior to seeking board resolution. Concerns should be addressed to the Board when proper channels have not produced satisfactory results.

4. The Board President will recognize duly scheduled citizens following approval of minutes during an open board meeting.
5. Citizens recognized will give their name and identify the topic to be addressed prior to presenting the questions, concern, complaint, or recommendation.
6. Generally, individual presentations will be limited to five (5) minutes, unless changed by unanimous overrule by the Board at the meeting.
7. There shall be a total time allowance of 30 minutes for guest comments, unless changes by unanimous overrule by the Board at the meeting or a special Board meeting is scheduled to address concerns.
8. The Board President reserves the right to recognize speakers, enforce time limits, to maintain order, to limit the number of speakers and to direct the manner of response from the Board.
9. The purpose is to provide a forum for public input for the Board. Any question not previously submitted in writing, per policy, will be answered either in the next scheduled Board meeting or referred to the proper person for immediate written response.

Board Approval: 1/20/05

Revised: 9/15/05, 12/15/05, 6/26/08; 4/27/15; 4/25/16

Reviewed: 3/12/19, 7/28/21