

**ALCOHOL, DRUG ADDICTION AND MENTAL HEALTH SERVICES
BOARD OF CUYAHOGA COUNTY**

POLICY STATEMENT

SUBJECT: PUBLIC COMMENT

EFFECTIVE DATE: September 23, 2020

PURPOSE

To provide a structure for community input into process of the Alcohol, Drug Addiction and Mental Health Service (ADAMHS) Board of Cuyahoga County.

POLICY

It is the policy of the Board that decisions of the Board will be made in an open and accountable manner. Comments from the community-at-large will be sought in one or more of the following ways:

1. Review and comment on the annual community plan and, when appropriate, other specific planning documents under discussion and consideration by the Board of Directors.
2. Upon invitation, participation in an advisory capacity in various committees of the Board of Directors or in Board staff committees by a provider or client.
3. Comment at public hearings conducted by the Board of Directors.
4. As requested by the Committee Chair or Board of Director's Chair, via public comment at the beginning of a committee or board meeting regarding agenda items, and via a public comment period at the end of the committee or board meeting. The length of the public comment period shall be determined by the Chair of the meeting, but it is recommended that the time period at the beginning of the meeting and the time period at the end of the meeting not exceed fifteen minutes each.
5. Upon approved request to the ADAMHS Board Chief Executive Officer and the Board of Directors Chair to address the Board of Directors at a public meeting of the Board on a specific topic, which request shall be made with prior notice in sufficient time to place the item on the published agenda of the public meeting.
6. All persons or entities invited to or requesting to make public comment shall be requested to identify themselves by name and, if affiliated, by affiliation.

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RESPONSIBILITIES

It is the responsibility of the Board chair and Committee chair to:


1. Conduct the meeting pursuant to the requirements of Ohio law, including the Open Meeting Law (Ohio Revised Code section 121.22) and the ADAMHS Board's Bylaws.
2. Maintain order and control of all Board and Committee meetings. In doing so, the Board Chair and Committee Chair shall be guided by the procedures set forth in the current edition of Robert's Rules of Order.

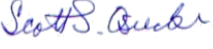
It is the responsibility of the Chief Executive Officer to:

1. Timely convey to the ADAMHS Board Chair any received written request to address the Board of Directors on a specific topic.

Supersedes and retires: Public Comment, Effective April 26, 2017.

Reference: Ohio Revised Code sections 340.03 (A) (1) and 121.22

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Rev. Benjamin F. Gohlstin, Sr.
ADAMHS Board Chair

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Scott S. Osiecki
ADAMHS Board Chief Executive Officer

September 23, 2020 (tentative)

September of 2023

Approval Date

Review Date