

BRINGING A MATTER  
BEFORE THE  
LUCAS COUNTY CHILDREN SERVICES BOARD

Pursuant to state statute (121.22 ORC) business meetings of the Lucas County Children Services Board are open to the public. To enable the orderly transaction of business the following procedures will be adhered to in bringing matters before the Board:

1. Any matter upon which the Board may be requested to act must be submitted in writing to the Executive Director not less than ten days prior to the regular Board meeting. If an individual wishes to speak during the discussion of this topic, they should make this request in the letter.
2. Requests for oral presentations when no immediate response is expected should be made to the Executive Director in writing no later than 12:00 noon on the Friday preceding the regularly scheduled meeting.
3. Not more than five minutes will be allotted to a speaker, and not more than 15 minutes to a subject, except with consent of the Board.
4. The Chairman of the Board, in conducting the meeting, will call upon the person or delegations which have asked to be heard. The Chair may recognize persons from the audience to speak to a point at his discretion.
5. Boisterous or unruly conduct shall not be permitted at Board meetings.
6. No person shall present orally or discuss complaints against an individual employee of Lucas County Children Services at Board meetings. Such complaints shall be presented to the Administration in writing and signed by the person or persons making the complaint.

## **LUCAS COUNTY CHILDREN SERVICES BOARD MEETINGS**

The purpose of the LCCS Board meeting is to conduct official Board business. The opportunity for people to address the Board is a privilege that the Board need not grant. This Board has been interested in receiving information from the community. However, in order to provide time for the Board to carry on regular Board business, it becomes necessary to establish certain rules to be followed by those persons wishing to address the Board, if permitted.

### Procedure

1. Person addressing the Board should state his/her full name and address.
2. The number of delegates speaking on a particular topic is limited to one.
3. Person addressing the Board will limit his/her remarks to five minutes.
4. Questions pertaining to the agency's general operation will be directed to the Executive Director at a time other than the Board meeting.
5. Person addressing the Board will not engage in remarks that could be interpreted as libelous or inflammatory to a particular individual.
6. The Board will limit the total time allotted for all individuals to address the Board to ten minutes at any regular Board meeting, unless the meeting is designated as an open forum with extended time provided.

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