

**Brown County Board of Mental Health and Addiction Services
Policy and Procedure**

Policy Number: II-A.2		Title: Compliance to Sunshine Laws	
Effective Date: February 7, 2008	Review Dates: December 3, 2015	Page 1 of 3	

Policy:

The Brown County Board of Mental Health and Addiction Services establishes the following statements of policy on Meeting Notification and Open Meetings, setting forth guidelines and procedures by which to assure proper compliance of the Board to these stated policies:

Procedures:

1. All meetings of the Board and its committees shall be held and conducted in accordance with the requirements of ORC Section 121.22 and shall be considered "open meetings" which the public may attend.
2. Advance written notice of all regular Board meetings shall be provided to the following parties:
 - A. All Board Members and staff
 - B. Contract agencies of the Board
 - C. Local newspapers
 - D. Others who may request such notification
3. Notice of Committee meetings of the Board will be mailed to all Committee members and staff and will be posted at the Board Office within four days of the Committee meeting (24 hours for special or emergency meetings).
4. In emergency situations, the Board may forego advance written notice, but shall provide verbal notice to the local newspaper and contract agencies.

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5. The Board or its Committees may go into executive session and exclude the general public and/or staff to discuss any of the following topics:
 - A. Personnel-related matters unless the employee affected requests a public hearing.
 - B. To consider the purchase of property for public purposes or for sale of property at competitive bidding when open discussion might prejudice the process as provided for in ORC Section 121.22.
 - C. Conferences with an attorney.
 - D. Matters related to labor negotiations concerning compensation or other terms and conditions of an employee's employment.
 - E. Matters required to be kept confidential by State or Federal statues or regulations.
 - F. Specialized details of security arrangements.
6. Moving to close a meeting and go into executive session shall require an affirmative roll call vote of a majority of those present.
7. Copies of Board minutes, as adopted and approved by the Board, shall be routinely sent to all Board members, staff, and major contract agencies of the Board.

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8. Board and committee minutes and other official reports shall be made available to the public during regular business hours. Copies of such shall be provided upon request. The Board may charge for staff time, duplication costs, and postage incurred in honoring such requests. Internal working documents of the Board are not public and not available for such scrutiny.

9. Board and committee meetings are open to the general public and the general public may participate in such meetings at the discretion of the chairperson. The Board is not obligated to act on the request of the petitioner unless the matter has been presented to each Board member in writing at least 48 hours before the meeting

DOCUMENTATION:

Newspaper publication on meetings
Copies of posted meeting notices
Mailing lists