



HOW TO ADDRESS THE BOARD OF THE MIAMI COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

This procedure has been prepared to explain how to bring matters of concern to the Board. We hope it will encourage consumers, family members, and interested citizens to take a more active part in Board deliberations and in the Miami County Board of Developmental Disabilities operations.

To Speak to Items on the Agenda:

Anyone wishing to speak to an item on the agenda will be recognized by the president of the Board.

To Speak to Items NOT on the Agenda:

Anyone wishing to introduce an item not on the agenda will be recognized by the president of the Board following introduction of staff and guests. If an item requires Board action, the Board may act or may postpone action to further investigate and consider the item.

If you are aware of a new item prior to the date of the meeting, it would be extremely helpful to the Board to be given advance notice of the item.

How to Be Recognized:

1. Raise your hand and wait to be recognized by the Board President, or
2. Complete form available at the Board office and in the meeting room and give it to a Board member prior to the meeting.

What to Do When Recognized:

1. State your name and address.
2. Address Board members as a group.
3. Board members may ask clarifying questions.
4. The President may use his/her discretion regarding recognizing speakers more than once on the same subject.
5. Individual remarks shall not exceed five (5) minutes, and no more than 20 minutes will be devoted to a single issue.
6. Repetitive statements may be ruled out of order by the President.