

Policy Title: Notice of Meetings Procedure Policy

Policy Number: I-A.10

Effective Date: February 18, 2025

PURPOSE

To establish guidelines for procedures for how notice of all regular, special, and emergency Governing Board and Committee meetings will be provided.

POLICY

The Alcohol, Drug Addiction, Mental Health and Recovery Services Board of Erie County shall establish a reasonable method whereby any person may determine the time and place of all regular meetings, and the time, place, and purpose of all special and emergency meetings, in accordance with O.R.C. 121.22.

PROCEDURE

1. Public Meeting Schedule

All meetings of the Board and its committees and subcommittees will be open to the public with notice of each meeting provided in accordance with these procedures.

A. Regular Meetings

- Notice of the Board's meeting schedule, including time and place, will be included on the Board's website and emailed to the media and persons requesting the information at least 24 hours in advance.
- Any person who inquires, in person or by telephone, concerning the date, time and place of such meetings shall be informed.
- When applicable, an agenda will be sent at least 24 hours in advance of a meeting to persons that have requested notice of meetings at which a specific type of public business is to be discussed.

B. Special Meetings and Emergency Meetings

- Notice of meetings other than regular meetings will be posted on the Board's website and provided to the media and persons that have requested notification via email, at least 24 hours in advance for a special meeting and immediately for an emergency meeting, of the time, place, and purpose of the meeting.
- When applicable, an agenda will be sent at least 24 hours in advance of a meeting to persons that have requested notice of meetings at which a specific type of public business is to be discussed.
- The purpose of a special meeting that is a rescheduled regular meeting shall be stated as "general purposes."

C. Executive Session

- During a regular or special meeting, the Board may determine by a roll call vote of a majority of a quorum to hold an executive session and exclude the general public and/or staff for the sole purpose of discussing the specific topics listed in Ohio Revised Code 121.22(G) which include:
 - a) Certain personnel matters, the nature of which must be specifically stated (e.g. employment, dismissal, discipline, compensation, etc.)
 - b) Purchase, sale or other disposition of public property
 - c) Conferences with legal counsel regarding pending or imminent litigation
 - d) Collective bargaining-related matters
 - e) Matters required to be kept confidential pursuant to federal law, federal rules or state statutes
 - f) Security and emergency response matters
 - g) Trade secrets.
- The motion to move into executive session shall include the specific reason, as listed in this section, for executive session.
- Executive session is for the purpose of discussion of the specific, statutory reason for the executive session only. No formal action, including any decision or vote, will be made in executive session.

2. Minutes

The minutes of all regular, special and emergency meetings shall be promptly prepared, filed, and maintained, and shall be open to public inspection. The minutes need only reflect the general subject matter of discussions in executive session.

APPROVED

		2-18-2025
Board Chair		Date
		2-19-2025
Executive Director		Date

**RESOLUTION of the
ALCOHOL, DRUG ADDICTION AND MENTAL SERVICES BOARD ERIE COUNTY**

February 18, 2025

RESOLUTION NO. 02-2025-04

A RESOLUTION to APPROVE the NOTICE of MEETINGS PROCEDURE POLICY, No. I-A.10

WHEREAS, the Alcohol, Drug Addiction, and Mental Health Services (ADAMHS) Board of Erie County (herein referred to as "Board") recognizes the importance for how notice of all regular, special, and emergency Governing Board and Committee meetings will be provided;

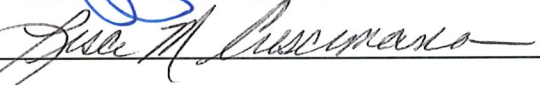
WHEREAS, the ADAMHS Board of Erie County has reviewed and discussed the proposed Notice of Meetings Procedure Policy to ensure compliance with the Ohio Revised Code 121.22

NOW, THEREFORE, BE IT RESOLVED, that the ADAMHS Board of Erie County hereby approves the Notice of Meetings Procedure Policy as presented;

BE IT FURTHER RESOLVED that the Executive Director is authorized and directed to implement the Notice of Meetings Procedure Policy in accordance with the terms set forth in the policy document.

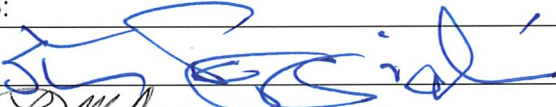
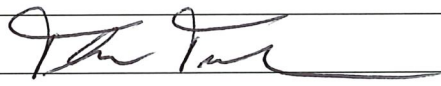
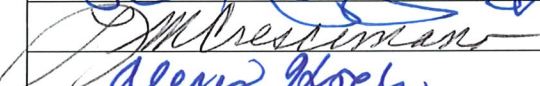
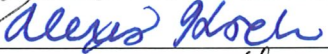
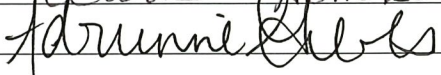
Adopted this 18th day of February, 2025 by the ADAMHS Board of Erie County.

RESOLVED BY: 

SECOND TO RESOLUTION BY: 

RESOLUTION Approved ROLL CALL Vote of the Board Members Present:

YES:

NO:

ABSTAIN:

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