

Notice Of Intent To
Address the Board

Date: _____

Board Date: _____

Name: _____

Topic: (be specific)

Signature

Approved by

Allen County Children Services Board Bylaws.

Article IV Board Meetings; Quorum

Section 4: Although the Sunshine Statute does not guarantee the right to be heard, the agenda for each board meeting shall include an opportunity for individuals wishing to address the board to be heard. This opportunity shall be scheduled following approval of the minutes of the previous meeting and prior to the conduct of normal agency business for the month.

Individuals wishing to address the board will be limited to a maximum time of FIVE minutes per person. Individuals wishing to address the board in meetings shall notify the

agency of the intention by filling out a "Notice Of Intent To Address The Board" and submitting this notice to the Executive Director of Allen County Children Services not later than 24 hours prior to the starting time of the board meeting. At the chair's discretion, other individuals may be permitted to address the board.

The following rules shall apply to individuals addressing the board:

- 1 The chair may stop the speaker at the end of his/her allotted five minutes.
- 2 The chair may stop the speaker if his/her presentation is inappropriate or disruptive and may ask that speaker to leave the meeting. Law enforcement may be requested to remove a continually inappropriate or disruptive person.
- 3 Should an orderly continuation of the meeting become impossible, the chair may adjourn the meeting to reconvene at a later time and place at the call of the chair.
- 4 The speaker may not mention names of clients or employees during their address to the Board.
- 5 The speaker must understand that the Board is only permitted to listen to the remarks. The Board is not permitted to respond to questions or engage in discussion.

Effective: 06/17/86

Revised: 07/15/03, 04/15/15, 01/16/2024