

Governance: Resolution GOV 01-10-2018

Approved the establishing Open Meeting Rules

The Wood County Community Health Center Board in compliance with R.C. 121.22(F), hereby establishes the method whereby any person may determine the date, time and place of regular meetings and the date, time, place and purposes of special meetings of the Board, and whereby the news media may be notified of the date, time, place and purposes of special and emergency meetings of the Board.

1. Regular Meetings:

Regular meetings of the Board will be held on the 1st Wednesday of each month. Unless otherwise provided, all meetings will be held at the Wood County Health Department located at 1840 East Gypsy Lane Road, Bowling Green, Ohio 43402.

The Public Health Secretary shall give notice of regular meetings by posting a copy of this resolution on the Health Center website and the bulletin board at the Wood County Health Department Health Center. If the date, time or location of a regular meeting is changed, notice of the change shall be posted as provided in this section at least five (5) days prior to the meeting.

2. Special and Emergency Meetings:

Special meetings of the Board will be held at the call of the Board, any two members of the Board, or the President of the Board. The call for a special meeting shall specify the date, time, location and purposes of the meeting. Unless otherwise provided, special meetings will be held at the same location as regular meetings.

The Public Health Secretary shall give notice of the date, time, location and purposes of a special meeting other than an emergency meeting by posting in the same location(s) as provided for posting notice of regular meetings. Notice shall be posted as far in advance of the meeting as practicable, but not less than twenty-four hours prior to the meeting.

If there is sufficient time to provide twenty-four hours' notice, the Public Health Secretary shall give notice of an emergency meeting in the same manner as notice of a nonemergency special meeting. Otherwise, notice of an emergency meeting is not required, except as provided in section 3 or 4.

3. Notice of News Media of Special & Emergency Meetings:

News media who have requested notice of special meetings shall be individually notified by the Public Health Secretary of the date, time, location and purposes of any such meeting at least twenty-four hours in advance of the meeting. If the meeting is an emergency meeting, the member or members calling it shall immediately notify the media who have requested notification of the date, time, location and purposes of the meeting.

4. Notice of Meetings to Discuss Particular Business:

The Public Health Secretary shall give reasonable advance notice of any regular or special meeting at which a particular type of public business is to be discussed, to any person who has requested such notice. If time permits, such notice shall be by mail and may include a copy of the meeting agenda. In addition, the requestor shall furnish the Public Health Secretary with a supply of stamped, self-addressed envelopes for mailing notices. Otherwise, telephone notice shall be given. A request for notice shall be in writing, shall state the requestor's name, address, telephone number, and the nature of the public business in which the requestor has a particular interest and desires notice. Any such request shall remain in force for twelve (12) months.

5. Special Notice Required By Law:

When a particular form or method of notice is required by statute for a public hearing or meeting of the Board, notice of the hearing or meeting shall be given in the form and manner prescribed by statute, in addition to notice otherwise required under this resolution.

Now, therefore, be it resolved by the Wood County Community Health Center Board that regular and special meetings of said Board shall be conducted as set forth above.