

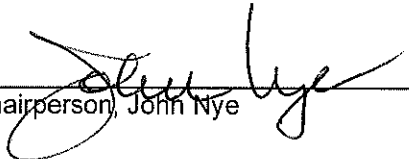
FOUR COUNTY BOARD OF ALCOHOL, DRUG ADDICTION,
AND MENTAL HEALTH SERVICES

Subject: Board Discipline

Serial No. 2.4
Page 1 of 3

Adopted: 10-9-86

Revised: 5-10-90, 9-10-92, 10-8-92, 3-11-93, 1-3-07, 6-10-10, 5-14-20, 4-8-21, 4-13-23,
05-08-25


Chairperson, John Nye

1. All meetings of the Board shall be open to the public and held and conducted in compliance with Ohio Revised Code, Section 121.22, [Sunshine Law]. Opportunity shall be given to the public to address the Board following swearing in of new board members [if any], and introduction of guests. Public comment time shall not exceed thirty [30] minutes total, nor shall any individual be allocated more than five [5] minutes. In the event that the number of people wishing to speak creates the potential that not all persons would have an opportunity to speak within the thirty minute maximum, the chairperson has the discretion to reduce the time allotted to each individual to accommodate the volume. It shall be the responsibility of the chairperson [or vice-chairperson in the absence of the chair] to assure compliance with this policy.
2. Regular: The time of the regular meetings shall be fixed by the Board during the June meeting. In case of postponement or continuance of a regular meeting, the Executive Director shall ensure that all members are notified.
3. Special Meetings: A special meeting of the Board may be called by the Chairperson, the CEO, or by one-third of the Board membership, by serving notice on all other members of the Board of the time and place of the meeting, at least two days before the date of the meeting, excluding Sunday or a legal holiday.
4. Quorum: A majority of the members appointed to the Board shall be present to constitute a quorum for the transaction of business. Each Board member shall have one vote. A simple majority of those present and voting, at any duly called meeting of the Board at which a quorum is present, will decide all matters other than a resolution to place a levy on the ballot, which requires approval of two-thirds of the Board.
5. Agenda: Meetings of the board shall proceed according to a tentative agenda prepared by the Chairperson of the Board in cooperation with the CEO. Such agenda, together with supporting data and a copy of the minutes of the previous meeting shall be sent to all Board members at least one week prior to the regular Board meetings and may include business for consideration under the following headings:
 - a. Call to order, introduction of guests, and oath of office.
 - b. Community response as arranged under #1.
 - c. Approval of the minutes of the previous meeting.

FOUR COUNTY BOARD OF ALCOHOL, DRUG ADDICTION,
AND MENTAL HEALTH SERVICES

Subject: Board Discipline

Serial No. 2.4
Page 2 of 3

- d. Committee reports
 - e. Ends Policies
 - f. Board Process Policies
 - g. Board – Executive Relationship Policies
 - h. Executive Limitations Policies
 - i. Board Monitoring
 - j. Approval Agenda
 - k. New Business
 - l. Executive Session
 - m. Adjournment
7. Items included in the Approval agenda shall be limited to decisions that have been delegated to the CEO [not expressly restricted in Executive Limitations Policies]. All items on the Approval Agenda will be voted on together except as noted below. Items may be removed from the Approval Agenda only by a majority vote of the Board, for further discussion.
8. Fiscal Year: The fiscal year of the Board shall be from July 1 of each year to June 30 of the following year.
9. Method of voting: Decisions of the Board will be formally presented through a simple voice vote of motions that have been seconded. A roll call vote will be used only when called for by a motion that is seconded or in the case of a motion for an Executive Session as required under Ohio Revised Code Section 121.22 [Sunshine Law].
10. Executive Sessions: The Board may hold an Executive Session for the following purposes:
- a. Appointment, dismissal, discipline, promotion, demotion, or compensation of an employee or Board Member, or the investigation of charges or complaints against an employee or Board Member.
 - b. To consider the purchase or sale of property for public purpose.
 - c. Conferences with an attorney concerning disputes that are the subject of pending or imminent court action.
 - d. To prepare for, conduct, or review a collective bargaining strategy.
 - e. Discuss matters that federal law or regulations or state statutes require the public body to keep confidential.
 - f. Discuss details of security arrangements and emergency response protocols for a public body if disclosure of the matters discussed could reasonably be expected to jeopardize the security of the public body.

FOUR COUNTY BOARD OF ALCOHOL, DRUG ADDICTION,
AND MENTAL HEALTH SERVICES

Subject: Board Discipline

Serial No. 2.4
Page 3 of 3

- g. Hospital trade secrets as defined by R.C. 1333.61.
 - h. Confidential business information of an applicant for economic development assistance.
 - i. Veterans Service Commission applications.
11. Code of conduct: Board members are public officials and subsequently, are bound by the code of conduct in the Ohio Ethics Law. The following shall guide Board Members' behavior in the conduct of their duties:
- a. Board Members may not use or authorize the use of their official position to benefit themselves or others in circumstances that create a conflict of interest.
 - b. Board Members may not accept anything of value from a private citizen under circumstances that create a conflict of interest or the appearance of impropriety.
 - c. Board Members are prohibited from representing a private client before the Board of one year following departure from the Board.
 - d. Current and former Board Members are prohibited from disclosing any information officially designated as confidential.
 - e. Board Members are prohibited from having a personal interest in a public contract.
 - f. Upon request, Board Members may be reimbursed for actual and necessary expenses incurred in the performance of their official duties following the same procedure for reimbursing Board Employees. Additional compensation is prohibited.
 - g. Board Members must not use their positions to obtain for themselves, family members, or close associates, employment within the organization or agencies funded by the Board. [Clarification: Board Members are encouraged to refer qualified individuals but should in no way attempt to influence the selection process]
 - h. Should a Board Member apply for a position with the Board or agencies funded by the Board, he/she shall voluntarily resign prior to being considered for employment. This resignation, in no way, should be perceived by the resigning member as protecting them from any and all legal liability they may expose themselves to by accepting employment from a Board-funded agency within one year of having resigned from the ADAMhs Board. Any Board Member considering such employment is encouraged to seek good Legal advice on this issue.

