

SCIOTO COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

POLICY 1.04 ORGANIZATION OF THE BOARD

I. Organizational Meeting

- A. Section 5126.029 states that each county board of developmental disabilities shall hold an organizational meeting no later than the thirty-first day of January of each year and shall elect its officers, which shall include a president, vice-president and recording secretary.”
- B. The other business to be conducted at the organizational meeting includes adopting rules for conducting business.
- C. To begin the meeting, a President pro tempore, the previous year’s president, if present, followed by the vice president and recording secretary if not, will call the meeting to order.
 - 1. The official swearing-in or administration of the oath to the new members should follow the meeting being called to order. If the oath has already been taken, it should be stated as to where and when such was done for the record. If the oath has not been taken previously, any member of the Board or any person qualified to administer an oath may do so.
 - 2. The President pro tempore will then preside over the election and swearing in of a president and vice president.
 - 3. The method of election will be to accept nominations from the floor and, if provided, accept nominations from the Nominating Committee. Officers will be elected by a majority roll call vote.
 - 4. The newly elected president, vice president and recording secretary will then be sworn into office and the president will assume the chair.
 - 5. The Board will then proceed with items of annual business such as:
 - a. Setting the dates, time, and location of regular Board meetings;
 - b. Stating it will operate under Robert’s Rules of Order and Ohio Revised Code Section 121.22;
 - c. Setting the fee (if any, for copies of minutes and notification of Board meetings; and
 - d. Establishing committees of the Board;
 - e. Adopt the annual budget, which will include the amount of

SCIOTO COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

funds to be earmarked for staff education reimbursement and the cap of local dollars to be used for Family Support Services;

- f. Set the waiting list priority categories for the year;
 - g. Adopt a resolution regarding the non-federal share of Medicaid funds.
- 6. Upon conclusion of organizational business, the Board will enter into such regular or special business as appears on the agenda for the meeting.
 - 7. The Board shall document the result of the annual organizational meeting and submit the information to the press for publication.

II. Officers

- A. At the annual organizational meeting, there shall be elected a President, Vice President and recording secretary who shall be elected for one year and shall serve until their successors are elected. No member shall hold more than one office.
- B. The Board may elect any other officers determined to be necessary or expedient to conduct its business.
- C. Nominations for the new officers may be brought to the Board by the nominating committee appointed by the President and/or by nominations from the floor. The election may be by ballot or by voice vote.
- D. President
 - 1. The President of the Board shall be elected from among the members of the Board for one year and shall serve until a successor is elected.
 - 2. The duties of the President shall be:
 - a. To preside at all meetings of the Board.
 - b. To appoint all committees.
 - c. To represent the Board as spokesperson, along with the superintendent, on all public matters relating to the Board. This function may be delegated to another person by the President. If this function is delegated, it must be in writing.

SCIOTO COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

- d. To perform such other duties as may be prescribed by law or by action of the Board.

E. Vice President

- 1. The Vice President of the Board shall be elected from among its members for one year and shall serve until a successor is elected.
- 2. The duties of the Vice President shall be:
 - a. To preside at meetings in the absence of the President.
 - b. To perform the duties of the President in his/her absence.
 - c. To perform such other duties designated by the President.

D. Recording Secretary

- 1. The recording secretary of the Board shall be elected from among its members for one year and shall serve until a successor is elected.
- 2. It shall be the duty of the recording secretary to assure that:
 - a. A complete and correct record of all resolutions and meetings of the Board including a complete statement of approved expenditures and resolutions acted upon is maintained.
 - b. A certified copy of the Board minutes is filed in the office of the superintendent as a repository.
 - c. Each member of the Board is provided with a copy the minutes, including a complete statement of approved expenditures and resolutions acted upon.
 - d. Such other duties as may be delegated either by the President of the Board or assigned by the Board.
- 3. If the Secretary of the Board is absent from any meeting of the Board, the members present shall choose one of their members to serve in his/her place pro tempore.

III. Committees

A. Standing Committees

SCIOTO COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

1. The Scioto County Board of Developmental Disabilities shall review and establish the standing committees of the Board at its annual organization meeting. Any disagreements as to the necessity of a committee shall be resolved by vote of the Board.
2. No standing committee shall have more than three Board members assigned to it. No legislative or administrative responsibility shall be delegated to a committee.
3. Members are appointed to standing committees by the Board President.
4. Committees may enter into executive session under the conditions specified by ORC 121.22.
5. All meetings shall be open to the public in accordance with ORC 121.22 and minutes taken. The minutes shall open for inspection and become part of the public record of the County Board.

B. Special Committees

1. The Board shall authorize such special committees as are deemed necessary and the members of such committees shall be appointed by the President. A special committee shall report its recommendations to the Board for appropriate action.
2. No special committee shall have more than three Board members assigned to it. No legislative or administrative responsibility shall be delegated to a committee. However, a committee may be assigned general duties to study, investigate, consult and make recommendations to the Board.
3. All meetings shall be open to the public in accordance with ORC 121.22 and minutes taken. The minutes shall become part of the public record of the County Board.

C. Ad Hoc Committees

1. The Board may create ad hoc committees which include board members, citizens, administrators or other governmental officials when it is deemed beneficial to the programs of the Board or to the community.

SCIOTO COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

2. No ad hoc committee shall have more than three board members assigned to it, nor have legislative or administrative responsibility delegated to it.
3. All meetings shall be open to the public in accordance with ORC 121.22 and minutes taken. The minutes shall become part of the public record of the County Board.

D. Ethics Council

Please refer to the Ethics Council Policy for more information.