



OHIO OPTICAL DISPENSERS BOARD

77 SOUTH HIGH ST. 16TH FLOOR
COLUMBUS, OHIO 43215-6108
(614) 466-9709 FAX (614) 995-5392
www.optical.ohio.gov
e-mail: odb@odb.ohio.gov

POLICY ODB-P-01

PUBLIC PARTICIPATION AT BOARD MEETINGS

(A) Open Forum

- 1) The open forum will be held during each regularly scheduled Board meeting at a time determined by the Board prior to the scheduled Board meeting. The purpose of the open forum is to provide an opportunity for individuals or representatives of a group to communicate directly with the Board on a specific issue or topic at the presenters request or by invitation by the Board. The following guidelines will be used for conducting open forums.
 - a) Persons who wish to speak during open forum shall notify the Executive Director in writing prior to the scheduled Board meeting. The executive director, or designee, shall notify those individuals of the date and time of open forum;
 - b) The order of presenters shall be determined by the President or presiding officer;
 - c) Presenters shall be informed that their designated time will be limited to (10, 15, 20?) minutes to present their topic and any pertinent information to the Board. The time may be expanded as needed for responses to any questions the Board members may have for the presenter.
 - d) Additional items or topics may be presented to the Board by a presenter if paragraph (A) of this policy is followed; if all presenters have had an opportunity to speak on the previous topic, and if time permits.
 - e) The Board retains the option of extending any presentation or discussion;
 - f) Presenters shall send at least 12 copies of any written material to the Board office prior to the Board meeting so that the materials may be distributed to Board members prior to open forum.
 - g) A Board member or staff may serve as a time-keeper;
 - h) The Board reserves the right to limit the total time spent in open forum discussion;
 - i) Any of the following responses to the presenters may be made by the Board:
 - (i) Acknowledge with appreciation;
 - (ii) Question the presenter for clarification or additional information;

- (iii) Table action on the information; and/or,
- (iv) Request the executive director to place the item on the next Board meeting agenda for a more complete discussion by the Board members.

(B) Participant Observers

- (1) Persons who have information pertinent to the Board discussion of a particular item, at times other than open forum period, may submit in writing a request to speak and indicate the topic they wish to address.
- (2) Any Board member who wishes to solicit information on a topic under discussion from an individual present at the Board meeting may request the president to recognize the individual for purposes of providing information on the topic under discussion.
- (3) The Board may, time permitting, conduct a general question and answer period at the end of each Board meeting.