

BOARD POLICY

BOT-02 - Open Meetings

Owner: General Counsel

Key Points

- This policy applies to meetings of The MetroHealth System (MHS) Board of Trustees (Board) and its committees.
- As a public entity, meetings of the Board of Trustees are conducted in accordance with Ohio law.

Policy

1. Meetings of the Board and its committees are conducted in open meetings and in accordance with § 121.22 (F) of the Ohio Revised Code.
 - 1.1. Interested citizens and representatives of the news media are welcome to attend all meetings of the Board.
 - 1.2. Executive sessions, not open to the public, shall be held only in accordance with, and for the purposes specified in, ORC § 121.22 (G).
2. Regular Meetings
 - 2.1. The Board, by resolution passed no later than the last regular meeting of the year, shall establish a schedule of the dates, times, and locations of all regular Board meetings for the following year(s).
 - 2.2. The Board may modify this schedule from time to time or cancel any regular meeting. However, the Board shall provide at least three (3) days' notice in rescheduling any regular meeting.
 - 2.3. The Board's regular meetings are held at the MetroHealth Medical Center, 2500 MetroHealth Drive, Cleveland, Ohio, unless otherwise specified.
3. Special Meetings
 - 3.1. Special meetings of the Board may be held from time to time.
 - 3.2. The Board shall provide notice of a special meeting not later than twenty-four (24) hours prior to the time of the meeting to the news media that have requested this information.
4. Notice of Meetings
 - 4.1. Notices for Board meetings will include the time, date and place of the meeting.
 - 4.1.1. Notices for special meetings of the Board will also include the purpose for which the meeting has been called.
 - 4.2. Notices of Board meetings, including regular meetings, rescheduled regular meetings and special meetings, shall be:
 - 4.2.1. Posted on MHS's website; and
 - 4.2.2. Sent – via regular U.S. mail or email – to interested persons who submit a written request to receive direct notification of such meetings to the Board Coordinator, Office of the General Counsel, The MetroHealth System, 2500 MetroHealth Drive, Cleveland, Ohio 44109-1998.
5. Record of Meetings
 - 5.1. The minutes of all Board meetings shall be recorded and maintained as public records in accordance with MHS's record retention schedule.

6. Public Comments

- 6.1. The Board encourages the public to direct any address or presentation to the applicable committee of the Board.
- 6.2. Requests to address a committee or the Board shall be made to the Chairperson of the committee or the Board prior to the start of the meeting. The requesting party shall identify their name and the topic(s) on which the requesting party wishes to speak.
- 6.3. The Chairperson shall honor all requests to address the committee or the Board received before the start of the meeting. After being recognized by the Chairperson, the presenter shall state his/her name and may speak for not more than three (3) minutes, unless such time is extended at the discretion of the Chairperson.

Dates

Initiated August 2021

Approved

MHS Board of Trustees