



Ohio Administrative Code

Rule 101-1-02 Committee meetings; notice of meetings.

Effective: May 18, 1995

(A) Meetings; quorum; action: The committee shall act only at a meeting conducted in accordance with this rule. Seven members of the committee shall constitute a quorum. No action shall be taken by the committee without the concurrence of at least seven of the members unless otherwise provided for in the legislative code of ethics.

(B) Notice of meetings: Meetings of the committee may be: (1) Held in accordance with a schedule adopted by the committee, without additional notice to members; (2) scheduled at a previous meeting of the committee; or (3) called by the chairman or at least eight of the members with written notice to each member at least five days prior to the meeting, in the case of notice by mail, or at least two days prior to the meeting, in the case of notice by telephone. Such notice shall specify the time and place of the meeting.

Notice of a meeting may be waived by a member of the committee either before or after the meeting and attendance at a meeting shall constitute waiver of notice by such member, unless he objects to holding the meeting on the ground of lack of notice or insufficiency of notice, either during the meeting or within a reasonable time thereafter.

(C) Public notice of meetings:

(1) This rule is adopted in accordance with division (F) of section 121.22 of the Revised Code.

(2) Any person may obtain notice of the time and place of any regularly scheduled meeting, and the time, place and purpose of any special meeting by:

(a) Writing to: "Office of the legislative inspector general, joint legislative ethics committee, 50 West Broad Street, Suite 1308, Columbus, Ohio 43215"; or

(b) Calling the office of the legislative inspector general at the following telephone number during



normal business hours: (614) 728-5100.

(3) The committee shall maintain a list of all persons who have requested, in writing, notice of all meetings of the committee at which specific subjects are to be discussed, and shall mail an agenda to such persons at least five work days prior to each meeting, if it is determined that the subject of interest to the person will be a topic of discussion at that meeting.

(4) Any representative of the news media may obtain notice of all special meetings by sending a written request to: "Office of the legislative inspector general, joint legislative ethics committee, 50 West Broad Street, Suite 1308, Columbus, Ohio 43215." The request shall include the name, address, and a maximum of two telephone numbers of the media representative to be contacted. Notice to a publication, radio, or television station shall be limited to one representative. The committee shall maintain a list of all news media representatives who have requested notice of special meetings.

In the event of a special meeting not of an emergency nature, the committee shall notify all registered media representatives by at least one of the following means:

- (a) Written notice mailed at least four calendar days prior to the day of the special meeting;
- (b) Notification by telephone at least twenty-four hours prior to the special meeting. Such telephone notice shall be considered completed if a message has been left for the media representative, or if the committee has made a reasonable effort but been unable to provide such telephone notice; or
- (c) Notice in person at least twenty-four hours prior to the special meeting.

In the event of an emergency meeting, the committee shall notify all registered media representatives either by the means outlined in paragraph (C)(3) of this rule or by notifying the clerk of the state house press room. In the case of such an emergency meeting, the notice shall be given as soon as possible after the emergency meeting is scheduled.

(D) Officers: A chairman and vice chairman shall be appointed pursuant to section 101.34 of the Revised Code. The vice chairman shall preside at any meeting of the committee at which the chairman is not present. In the absence of the chairman and vice chairman, the members present shall



designate a member as the presiding officer.

(E) Agenda: The executive director shall prepare an agenda for each regularly scheduled meeting. The agenda shall be distributed to the committee members at least five days prior to each scheduled meeting. The chairman or committee members calling a special meeting of the committee shall prepare an agenda for such meeting and include a copy of the agenda with the notice of such meeting.