



Ohio Administrative Code

Rule 126:1-1-01 Procedures for meetings, notices of meetings, and minutes of the controlling board.

Effective: September 23, 2019

(A) Meetings

All meetings of the controlling board are public meetings open to the public at all times, except when the controlling board holds executive sessions or closed meetings pursuant to the requirements under section 121.22 of the Revised Code. A member of the controlling board must be present in person at a meeting open to the public to be considered present or to vote at the meeting and for purposes of determining whether a quorum is present at the meeting.

(B) Notice of meetings

(1) Any person may ascertain the time and place of all regularly scheduled meetings and the time, place, and purpose of all scheduled special meetings by contacting the controlling board by mail at 30 east Broad street, 34th floor, Columbus, Ohio 43266-0411, telephoning the board at (614) 466-2181, emailing the board at ecbsupport@obm.ohio.gov, or visiting the controlling board website at www.ecb.ohio.gov. Any person planning to attend a meeting who has special parking, building access, or other accommodation needs may contact the controlling board at (614) 466-2181 prior to the meeting to advise the controlling board of those needs.

(2) Posting of notice

Prior to each meeting, the controlling board shall give notice of the meeting by posting the notice of the meeting to the controlling board website.

(a) For a regular meeting, the controlling board shall give notice at least twenty-four hours prior to the regular meeting and shall specify in the notice the time and place of the meeting.

(b) For a special meeting, not of an emergency nature, the controlling board shall give notice at least twenty-four hours prior to the special meeting and shall specify in the notice the time, place, and



purpose of the meeting.

(c) For a special meeting of an emergency nature, the controlling board shall give notice immediately upon the calling of the meeting and shall specify in the notice the time, place, and purpose of the meeting.

(3) Request for notice of regular or special meetings

The controlling board shall provide notice of a regular or special meeting to any person, including representatives of the news media, who requests it. The request shall be directed to the secretary, in the manner prescribed in paragraph (B)(1) of this rule. The controlling board shall maintain a list of the names of all persons who have requested notice of meetings pursuant to this paragraph.

The controlling board shall determine the appropriate mode of notice.

(a) In the event of a regular meeting or a special meeting not of an emergency nature, the controlling board shall notify all persons on the list of such meeting at least twenty-four hours prior to the meeting.

(b) In the event of a special meeting of an emergency nature, the controlling board shall notify all persons on the list of such meeting by telephone or email. In such event, the notice need not be given at least twenty-four hours prior to the meeting, but shall be given immediately upon the calling of the meeting.

(4) Request for notice of specific type of business to be discussed

Any person may obtain reasonable advance notice of all meetings at which any specific type of public business is to be discussed by requesting that such notice be provided. A request for such notice shall be directed to the secretary, in the same manner prescribed in paragraph (B)(3) of this rule, and shall include the specific type of public business about which the notice of meeting is requested. The controlling board shall maintain a list of the names of all persons who have requested notice meeting pursuant to this paragraph.



The controlling board shall provide advance notice of regular or special meetings at which specific types of business are to be discussed as provided under paragraph (B)(3) of this rule.

(C) Minutes

(1) The secretary of the controlling board, as designated in accordance with section 127.13 of the Revised Code, shall keep minutes of all regular and special meetings. The secretary of the controlling board shall cause the minutes to be promptly prepared, filed and maintained, and the minutes shall be open to public inspection during normal business hours.

(2) The minutes shall contain facts and information, including agenda items discussed and any votes or actions taken at the meeting, sufficient to permit the public to understand and appreciate the rationale behind any decision of the controlling board. The minutes need only reflect the general subject matter of discussions in authorized executive session.