



## Ohio Administrative Code

### Rule 4775-4-03 Meeting notification on yearly basis.

Effective: April 1, 2016

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(A) Any person may, upon payment of a reasonable fee to be set once a year, on an estimated cost per service basis, receive notice of all meetings of the board or its committees at which specific subject matters designated by such persons are schedule to be discussed. In order to receive notification, such persons must provide the secretary of the board, annually, fifteen self-addressed, business-size (at least four inches by nine and one-half inches) stamped envelopes for the mailing of the notices. Such notice shall be mailed no later than seven calendar days prior to the date of the meeting. Said self-addressed, business-size envelopes shall have affixed to them the equivalent of three first-class united states postage stamps. The board may designate more general subject matters than are specified by persons requesting notice, in order to reasonably limit the variety of lists of persons to receive notices.

(B) It shall be the sole responsibility of any person requesting notice to provide the board with ample written notice of change of address or name.

(C) Such person requesting the notification as provided in paragraph (A) of this rule, shall mail the payment and requisite self-addressed envelopes sufficiently early in time to allow the secretary of the board and his/her staff two weeks before the next regularly scheduled meeting or special meeting, within which to process such request.

(D) Said fee shall be remitted to the secretary of the board solely in the following manner-cashier's check, money order or certified check. No cash will be accepted. Said instruments shall be made payable to: "Ohio Motor Vehicle Repair Fund." Said fee is non-refundable in whole or in part.

(E) Failure of the person making the request to comply with any requirements set forth in this rule shall relieve the board of, and discharge, any obligation to that person under this rule.

(F) The obligation of the board under this rule to each person fully complying with said rule, for each individual regularly scheduled or special meeting, shall also be deemed discharged upon



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mailing of notice of said meeting to the most current mailing address and name on file with the board for this purpose, as of seven days prior to the particular regularly scheduled or special meeting.