

**3354:1-10-05 Notification of meetings of the Board to the public.**

(A) In accordance with division (F) of section 121.22 of the Revised Code, the Board must:

- (1) Establish a reasonable method whereby any person may determine the time and place of all regularly scheduled meetings and the time, place, and purpose of all special meetings.
- (2) Make provisions for giving at least twenty-four hours advance notice of special meetings to the news media that have requested notification (except that in the event of emergency requiring immediate official action, immediate notice shall be given), and
- (3) Make provisions for persons, upon request and for payment of a reasonable fee, to obtain reasonable advance notification of all meetings at which any specific type of public business is to be discussed.

(B) The Office of the Secretary.

Any person may visit or telephone the Office of the Secretary during the Office's regular office hours to determine, based on information available at that Office, the time and place of regular meetings; the time, place, and purposes of any then known special meetings; and whether the available agenda of any such future meeting states that any specific type of public business, identified by such person, is to be discussed at such meeting.

(C) Notification of news media.

Any news media that desire to be given advance notification of special meetings of the Board must file with the Secretary a written request therefor. Except in the event of an emergency requiring immediate official action, a special meeting shall not be held unless at least twenty-four hours advance notice of the time, place and purpose of such special meeting is given to the news media that have requested such advance notification in accordance with this rule.

- (1) News media requests for such advance notification of special meetings shall specify the name of the requesting organization and the name and address of the person to whom written notifications to the medium may be mailed or delivered, and the name, addresses, and telephone numbers (including addresses and telephone numbers at which notification may be given either during or outside of business hours) of at least two persons to either one of whom oral notifications to the medium may be given and at least one telephone number that the request identifies as being one which can be called at any hour for the purpose of giving notification.
- (2) Any such request shall be effective for one year from the date of filing with the Secretary or until the Secretary receives written notice from the requestor canceling or modifying such request, whichever is earlier. Each requestor shall be informed of such period of effectiveness at the time it files its request. Such requests may be modified or extended only by filing a complete new request with the Secretary. A request shall not be deemed to be made unless it is complete in all respects. All requests may be conclusively relied on by the Board and the Secretary.
- (3) The Secretary shall give such oral notification or written notification, or both, as the Secretary determines, to the news media that have requested such advance notification in accordance with this rule of the time, place, and purposes of each special meeting as will provide for receipt of such notification at least twenty-four hours prior to the time of such special meeting.
- (4) In the event of an emergency requiring immediate official action, a special meeting may be held without giving twenty-four hours advance notification thereof to the requesting news media. One or more trustees calling such a meeting, or the Secretary on their behalf, shall immediately give oral notification or written notification, or both, of the time, place, and purposes of such special meeting to such news media that have requested such advance notification in accordance with this rule. The minutes or the call, or both, of any such special meeting shall state the general nature of the emergency requiring immediate official action.

(D) Notification of persons.

Any person, upon written request and as provided herein, may obtain reasonable advance notification of all meetings at which any specific type of public business is scheduled to be discussed.

(1) Such person may file a written request with the Secretary specifying the person's name, and the address(es) and telephone number(s) at or through which the person can be reached during the outside of business hours, and the specific type of public business discussions for which the person is requesting advance notification. Such request will be valid for six months, after which a new request may be filed. Such request may be canceled by notice from the person to the Secretary.

(2) Each such request must be accompanied by cash, or a check or money order payable to the College, in the amount of one dollar for each month covered by the request, which amount has been determined by the Board to represent a reasonable fee to cover costs of providing such advance notification.

(E) The Secretary shall maintain a record of the date and manner, and time if pertinent under these rules, of all notices and notifications given or attempted to be given.

(F) Any notification provided herein to be given by the Secretary may be given by the Secretary's designee.

(G) Definitions. As used in these rules:

(1) "Day" means calendar day.

(2) "Meeting" means any prearranged discussion of the public business of the Board by a majority of trustees.

Effective date: December 15, 2005

Effective: 12/15/2005

CERTIFIED ELECTRONICALLY

---

Certification

03/16/2015

---

Date

Promulgated Under: 111.15  
Statutory Authority: 3354.09  
Rule Amplifies: 3354.09