



Ohio Administrative Code

Rule 123-5-02 Meetings.

Effective: September 27, 1997

(A) The annual meeting of the authority shall be held in the second quarter of each year or at such other time as determined by the authority. Meetings may be called by action of the authority or upon call by the chairperson or in the event the governor has not appointed a chairperson or the chairperson is incapacitated or otherwise unavailable, by the vice-chairperson.

(B) Meetings may be held at any location within the state.

(C) Except as otherwise provided by section 121.22 of the Revised Code, official business shall be transacted only in meetings open to the public.

(D) Members shall be given at least three days advance written notice of all meetings by the executive director. Such notice shall be deemed given when deposited in the United States mail in a postage prepaid envelope addressed to each member at his or her address as it appears on the records of the authority.

(E) With the notice of meetings, members shall be given an agenda of each meeting, provided, however, any business may be considered or acted upon whether or not set forth in the agenda.

(F) A majority of the entire membership shall constitute a quorum for the transaction of business and the approval of a majority of the entire membership shall be necessary to undertake any action by the authority.

(G) Except as otherwise provided by rule or other action of the authority, all proceedings shall be governed by parliamentary rules as set forth in "Robert's Rules of Order."

(H) In compliance with sections 121.22 and 152.01 of the Revised Code, the authority shall meet at least once each calendar quarter. A notice of each meeting of the authority including the time, place and purpose of the meeting shall be mailed by the executive director at least twenty-four hours in



advance of such meeting to any person making a request in writing to the authority for such notice. In the event a special meeting is called, the executive director shall notify the news media, who have requested notice, of the time, place and purpose of the special meeting by notice mailed at least twenty-four hours in advance of the special meeting. In the event an emergency meeting is called, the executive director shall notify by telephone the news media, who have requested notice, of the time, place and purpose of the emergency meeting. Any notice of the purpose of a meeting may be given by mailing or describing, as applicable, the agenda for the meeting; provided, however, any business may be considered or acted upon whether or not set forth in the agenda.