



## Ohio Administrative Code

### Rule 3334-1-02 Meetings.

Effective: August 18, 2025

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(A) Except as provided in paragraph (B) of this rule, the board will post notice of any and all of its meetings on the Ohio tuition trust authority website at [www.collegeadvantage.com](http://www.collegeadvantage.com) not less than five business days prior to any such meeting unless said meeting is an emergency meeting in which case the board will give reasonable notice or, if the meeting is a special meeting, then the notice provided for in paragraph (B) of this rule.

(B) In addition to the requirements set forth in paragraph (A) of this rule, the board, its executive committee or any of its subcommittees will not hold a special meeting unless the board gives at least twenty-four hours advance notice to any news media that have requested notification of said meetings in accordance with this rule, except in the event of an emergency requiring immediate official action. In the event of such an emergency, the member or members calling the meeting or their designee will notify any such news media immediately of the time, place and purpose of the meeting.

(C) Any person may ascertain the time and place of all regularly scheduled meetings and the time, place, and purpose of all special meetings of the board, its executive committee or any subcommittee by,

(1) Calling the following telephone number during business hours: 800-233-6734; or

(2) Consulting the Ohio tuition trust authority website at [www.collegeadvantage.com](http://www.collegeadvantage.com).

(D) Any person may, upon prior written request, obtain reasonable advance notification of all board meetings at which any specific type of public business is to be discussed.

(1) Any such written request will be addressed to "Executive Director, Ohio Tuition Trust Authority, 25 South Front Street, Columbus, Ohio 43215" and will contain the name and address of the person to be notified, one telephone number and an email address where the person may be reached.



(2) It will be the obligation of the person making a written request for notice of said meetings to notify the board of any change in address. Otherwise, notice will be deemed given by mailing notice to the last address provided in writing. Such notice of change in address will be addressed to the board in the same manner as provided in paragraph (D)(1) of this rule.

(3) Any written request for notification of meetings received by the board will remain valid and in effect for a period of two years from the date of receipt. Upon expiration of said two year period, the board will have no obligation to provide notice of meetings under such expired request, unless notice is otherwise required by law. A request for notice of meetings may be renewed by following the procedure set forth under paragraph (D)(1) of this rule.

(E) The executive director will maintain a list of all persons who have made written request to be notified of meetings under paragraph (C) of this rule.

(F) The board may impose reasonable restrictions and requirements on participation by the public at any of the board's meetings.