



Ohio Administrative Code Rule 3358:17-1-04.1 Open meetings.

Effective: March 21, 2015

(A) All regular, special, emergency and committee meetings of the board of trustees shall be held in accordance with Ohio law governing public meetings. The act requires all public officials to take official actions and to conduct all deliberations upon official business only in open meetings, unless the subject matter is specifically excepted by law. The act is to be liberally construed with these goals in mind.

(B) Any person may determine the time and place of all regularly scheduled meetings and the time, place and purpose of all special meetings; persons so indicated will be placed on a list for future notification of meetings by:

(1) Writing to the following address: Washington state community college, 710 colegate drive, Marietta, Ohio 45750.

(2) Calling the following telephone number during normal business hours: 740.374.8716.

(C) Any representative of the news media may obtain notice of all special meetings by requesting that such notice be provided. A request for such notification should be addressed to: president, Washington state community college, 710 colegate drive, Marietta, Ohio 45750.

The request shall provide the name of the individual media representative to be contacted, the mailing address and telephone numbers where the media representative may be contacted.

(D) The board secretary shall maintain a list of all representatives of the news media who have requested notice of such special meetings pursuant to this action.

(E) In the event of a special meeting not of an emergency nature, the board secretary shall notify all media representatives on the list of such meeting by doing at least one of the following:



(1) Notifying such representatives by telephone no later than twenty four hours prior to the special meeting; such telephone notice shall be complete if a message has been left for the representative, or if, after reasonable effort the board secretary has been unable to provide such telephone notice.

(2) Informing such media personally no later than twenty-four hours prior to the special meeting.

(F) The board secretary shall maintain a list of all persons who have requested, orally or in writing, notice of all meetings of the board of trustees at which specific subject matters designated by such persons are scheduled to be discussed. Any person may have his or her name placed on such a list and paying a reasonable fee to receive such notice. The board secretary shall, follow the notification rules as described for a regular meeting.