



## Ohio Administrative Code Rule 3359-1-04 Meetings of the board.

Effective: December 21, 2025

---

### (A) Meetings.

(1) Regular meetings. Unless otherwise specified by the chair, there shall be at least four regular meetings of the board of trustees each year. At such meetings any business related to the authority of the board of trustees may be discussed and transacted.

(2) Special and emergency meetings. Special and emergency meetings may be held upon the call of the Chair or upon the written request of two members of the board to the Secretary.

(3) Notice of meetings. Public notice of all meetings shall be given in accordance with the requirements of Ohio Revised Code 121.22. Any person may obtain information regarding the time, date, and location of all meetings by contacting the Board Secretary or by visiting <https://www.uakron.edu/bot/>.

### (B) Quorum.

(1) For all regular, special, emergency and/or committee meetings of the board, a majority of the board, and/or committee membership when duly convened, shall constitute a quorum as provided in section 3359.01 of the Revised Code.

All members of the board of trustees may attend any meeting of any committee of the board of trustees.

### (C) Remote meeting attendance.

In accordance with Revised Code Section 3345.82, trustees may attend Board meetings via electronic communication, subject to the following requirements.



(1) ) A trustee shall attend in person at least one-half of the regular meetings of the board annually;  
and

(2) All meetings conducted using electronic communication shall meet the following minimum standards:

(a) At least one-third of the trustees attending the meeting shall be present in person at the place where the meeting is conducted;

(b) All votes taken at the meeting shall be taken by roll call vote; and

(c) A trustee who intends to attend a meeting via means of electronic communication must notify the chair of that intent not less than forty-eight hours before the meeting, except in the case of a declared emergency.

(3) A trustee who attends a meeting via means of electronic communication will be considered to be present at the meeting, will be counted for purposes of establishing a quorum, and may vote at the meeting.

(D) Order of business.

Unless otherwise ordered by the chairperson, the usual order of business at regular meetings shall be as follows:

(1) Confirmation of quorum.

(2) Report of the chairperson.

(3) Report of the president.

(4) Consideration of minutes of previous meeting(s).

(5) Reports of the committees of the Board of Trustees .



(6) Unfinished business.

(7) New and miscellaneous business.

(8) Consideration and approval of action items.

(9) Special presentation(s).

(10) Adjournment.

(E) Rules of Order.

The most current edition of "Robert's Rules of Order" shall be accepted as authority on all questions of parliamentary procedure not determined by these bylaws or provisions of the Ohio Revised Code.